OB TraceVue

System Administration and Configuration Guide

OB TraceVue

Patient Monitoring

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1

Introduction

OB TraceVue is delivered with predefined forms, reports and statistics that you may configure to suit the needs of your department if you have the appropriate permission rights and passwords. This guide tells you how to

- configure the forms.
- edit the value tables.
- make templates and configure reports.
- use the tools that are needed to maintain the system.
- backup the external data base to tape.

The first three of these tasks require clinical understanding of the system; the last two are administrative. It is your institution's responsibility to ensure that the tasks are assigned to properly trained personnel. Some configuration can be performed "online" whilst using the system (such as changing the forms); other configuration aspects must be performed "off line" while the system is shut down.

You must be familiar with the OB TraceVue system, know how to move around within the screens using the icons and tabs, and understand how to pick from pull down lists. You must have at least basic Windows 2000 knowledge. You must understand English.

What's New in D.01.00

The new features for the System Administration and Configuration Guide in revision D.01 are:

- Two custom columns in the chalkboard, that can be color coded. See "Color Coding the Chalkboard" on page 29
- Enhanced factory-provided customization tools for the Reports and Statistics. See "Configuring Reports" on page 33 and "Configuring Statistics and Logs" on page 51.
- Enhanced functionality of the Link Recovery tool. See "Link Recovery Tool" on page 83.
- Automatic database purge means that you no longer have to manually purge the external database to constrain its size. See "Automatically Purging the External Database" on page 86.
- New tool to recover missing data to the external database. See "Recovering the External Database" on page 98.
- New features in reports. See "Configuring Reports" on page 33.
- New features in statistics. See "Configuring Statistics and Logs" on page 51.

What's New in D.01.10

The report customisation is enhanced to allow you to include, in some cases, both maternal and newborn data on the same report. This is documented in "Inserting a Form Field" on page 36.

New method of assigning permissions to use the fax service.

Configuration

Online, you can:

- configure the system, by setting up PCs, users, beds and so forth. Access to this configuration is via the system manager icon in the system's tool bar and is described in the system online help.
- configure the pages and fields that appear in forms.
- configure the contents of pick lists using the value table editor.
- configure Word reports.
- configure Excel statistical reports by designing SQL queries.
- configure the value table lists, using the Value Table Editor (VTE)

Support Tools

The tools covered in this guide, intended for use by the System administrator, and accessed using the OB TraceVue Support menu, are:

Patient Data Administration Tool

Link Recovery Tool

System Overview Tool

Value Table Editor

External Database Administration Tool

Additionally, you can access the Patient Index Search tool from the OB TraceVue menu. The other tools are described in the Installation and Service Manual and are for use by qualified service professionals.

Login in as Windows Administrator

For security reasons, some tasks require you to log in to the operating system as a member of the administrator group. This is NOT the same as your OB TraceVue login, and is completely separate to the permission rights you have with OB TraceVue. If the PC at which you are working has autostart configured, you must use the following technique to log off and log on again, this time as Administrator.

If administrator rights are required:

1 Shutdown OB TraceVue on the local PC.

2 Log off Windows:

a. Press **`Alt + Ctrl + Del`** to open the security window.

b. Press **`Log off`**.

c. Press **Shift** while clicking **Yes** and keep it pressed.

3 Log on Windows as a user who is a member of the Windows Administrators user group (for example, **OBTV Administrator** or **Administrator**)

4 Perform your task.

5 Log in again as User after you have finished your task.

6 Restart OB TraceVue on the local PC.

CAUTION Ensure that Explorer is not open when you log in as User; OB TraceVue may fail to start when Explorer is open.

The tasks described within this guide that require administrator rights are changing the OB TraceVue shell settings (if you have to run the OB TraceVue Setup program), and configuring templates for reports and statistics.

Magneto Optical Media

The following table lists the approved MO optical drive combinations and media you can use with your system.

1.3GB and 2.6GB optical drives are not supported by this release of the application software. If you still have any data on 1.3GB media, you should copy it to a higher capacity media so that it can be read with the 9.1 optical drive. See “Converting Optical Disks from 1.3GB to 5.2/9.1GB” in the chapter “System Upgrades” in the Installation and Service Manual for details of how to copy disks.

Archive Drive (GB)	Retrieve Drive (GB)	Media you can use when copying (GB)
5.2	5.2	5.2 / 2.6
5.2	9.1	5.2 / 2.6
9.1	5.2	5.2 / 2.6
9.1	9.1	9.1 / 8.6 / 5.2 / 2.6

Using the Fax Facility

In order to use the Windows fax facility from within OB TraceVue, the system administrator must assign .

1 Click **Start**, point to **Programs**, point to **Accessories**, point to **Communications**, point to **Fax**, and then click **Fax Service Management**.

2 Right click **Fax Service on Local Computer**, and then click **Properties**.

3 Click the **Security** tab.

4 In the **Name** box, click a user or group, and then click either **Allow** or **Deny** to change permissions.

– Sumbit fax jobs: The user or group can send faxes.

– View fax jobs: The user or group can view jobs in the fax queue.

– View fax service: The user or group can view properties for Microsoft Fax.

- View fax devices: The user or group can view properties for fax devices in Fax Service Management.
- Manage fax jobs: The user or group can pause or cancel all jobs in the fax queue.
- Manage fax service: The user or gruop can change Fax service properties.
- Manage fax devices: The user or group can turn send and receive for a device on or off.

5 Click **OK**.

Preventive Maintenance

You are advised to shutdown and reboot the OB TraceVue network once a month.

Manufacturer's Information

Manufacturer:

Philips Medizin Systeme Boeblingen GmbH
Hewlett-Packard-Str. 2
71034 Boeblingen, Germany

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WARNING A warning alerts you to a potential serious outcome, adverse event or safety hazard. Failure to observe a warning may result in death or serious injury to the user or patient.

CAUTION A caution alerts you to circumstances where special care is necessary for the safe and effective use of the product. Failure to observe a caution may result in minor or moderate personal injury, damage to the product or other property, and possibly in a remote risk of more serious injury.

This sign on your system indicates that there is detailed information in this book that you should read before proceeding.

These Instructions for Use refer to products made by manufacturers other than Philips.

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OB TraceVue should only be used by, or under the direct supervision of, a licensed physician. US law restricts this device to sale by, or on the order of, a physician.

The system was developed in cooperation with the Massachusetts General Hospital, an affiliate of the Harvard Medical School.

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Before using any third party software with OB TraceVue, you must ensure that the conditions stated in the Integration Guide are fulfilled.

CE 0366 The application software (M1381D) of the OB TraceVue system complies with the requirements of the Council Directive 93/42/EEC of 14 June 1993 (Medical Device Directive).

WARNING **An OB TraceVue PC** used within the patient vicinity must be connected to an isolation transformer.

As with any electronic data management system, failure of system components may lead to loss of stored data or loss of access to these data.

WARNING **Failure** of the responsible individual institution using this equipment to implement a satisfactory maintenance schedule may cause undue equipment failure and possible health hazards.

2

Configuring Forms

You can configure the factory-provided OB TraceVue forms to hide complete pages and/or individual elements of data on a page.

Antepartum (Prenatal visit) Record - antepartum information about the pregnancy before the patient is admitted in your department, for example lab test, ultrasound scans and so forth.

Admission Record - information about the patient's admission to hospital.

Labor, Delivery, Postpartum and Discharge Record - labor and delivery information.

Postpartum Follow Up Record - postpartum follow-up visits information.

Newborn Admission Record

Newborn Discharge Record

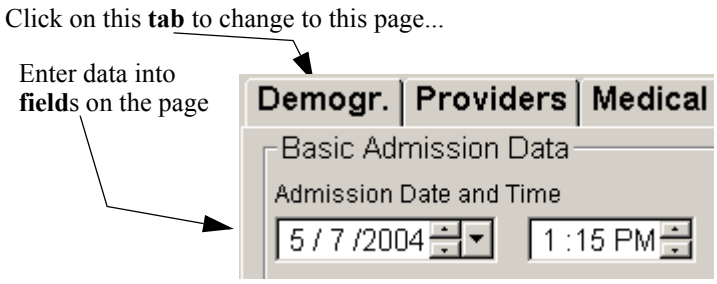
Newborn Flow Chart

Maternal Flow Chart

The data held in the forms is used by the reports and statistics. If you switch off an element that is required by a report or statistic the resulting output will be incomplete. The SQL Queries Example document indicates in which SQL queries the fields are used. Interpreting this document requires an understanding of SQL and the OB TraceVue external database structure.

CAUTION Do not switch off any field, column or entire form unless you are certain that it does not contribute to one of your reports or statistics.

Each form consists of a number of **page**s. To get from one page to another you click on the **tab** at the top of the page.



When you configure the form, you select which of the available fields appear on each page. This way you can adjust the form so that it reflects your existing data gathering process. Some data fields consist of **list**s, where you either check a box beside the **item**s in the list, or select one or more of the **item**s.You configure the items in a list using the Value Table Editor.

Entering Configuration Mode

You can configure the forms on any PC in the system. You cannot configure a form that is currently on the screen. If you want to configure the current form, change to the single trace screen first.

1 Make sure you are logged in as a superuser or system manager.

2 Press and hold down the "**`Ctrl`**" and "**`Shift`**" keys.

3 Select the form you want to configure. Release the "**`Ctrl`**" and "**`Shift`**" keys after the form has opened.

4 The colored outline around fields and tables indicates that you are in configuration mode and can configure these items.

5 Leave the form by clicking on any other icon. Changes become active system-wide as soon as you leave the form.

Selecting Pages to Include in Forms and Flow Charts

In configuration mode, each form and flow chart starts with a Page Configuration tab showing all the pages that comprise this form. or chart. Here you select and deselect the pages you want to include in the form. You cannot select or deselect the sub-pages of pages in a form at this level.

Configuring a Flow Chart

1 Click on the **`Page Config`** tab.

2 Click on the checkboxes beside the page names to choose whether a detail page is visible and included in the global overview and data entry summary.

3 Click on the individual page tabs, and then against individual parameters to determine whether these are available in the global overview, or data entry summary pages, as appropriate.

Any changes you make to the flow chart configuration are applied to all patient episodes, both existing and retrieved.

Configuring a Form

1 Click on the **`Page Config`** tab.

2 Click on the checkboxes beside the page names to choose whether a page:

– appears in the form for editing (checked)

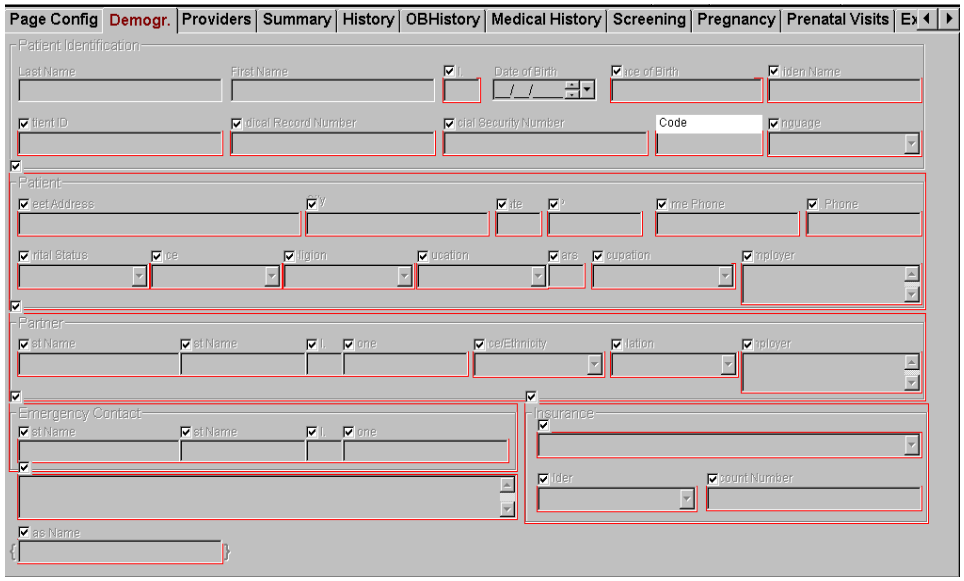
– appears in the form, but can only be read and not edited (greyed out)

– does not appear in the form (not checked)

Configuring What's on a Page

1 Enter configuration mode.

2 Click on the tab of the page you want to configure. The fields that you can configure are outlined in red, yellow or blue (depending on the status of the field):

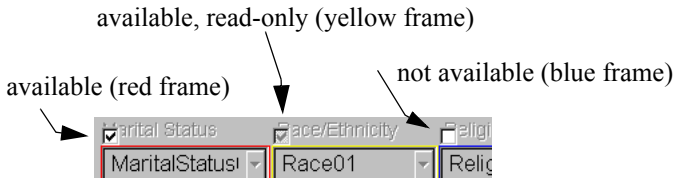


Some of the fields contain lists from which you can select one of a number of elements. The contents of these lists are defined in the value tables.

3 Click on the checkboxes at the top left of the field to choose whether the field

– appears on the page for editing.

– does not appear on the page.
– appears on the page, but can only be read and not edited (only applicable if the value in the field can be calculated or taken from another field or page).



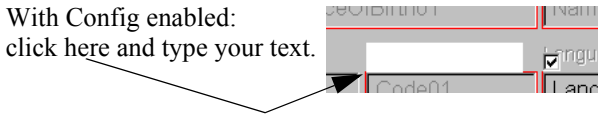
Some fields are "read-only. Some fields depend on data from other fields to calculate their value. You must be aware of these dependencies (listed in "Calculated Fields" on page 11) when selecting fields for a page and deciding whether to make them available, or available and read only.

Adding a Label to the "Special" Field

The use of one field (the "special" field) in the Patient Demographic form is entirely left to the hospital. You can label it whatever you like and gather whatever data you want here.

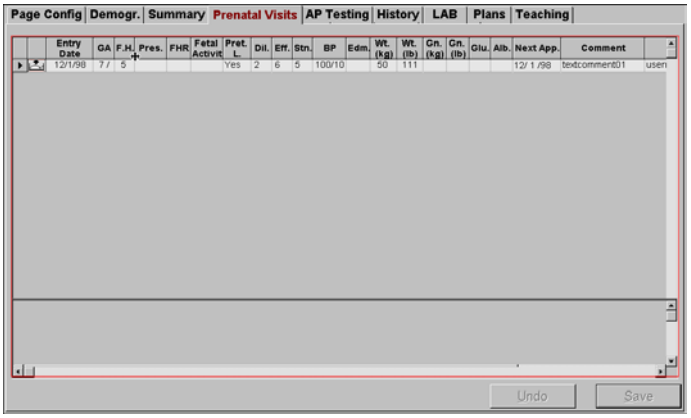
With form configuration enabled, the text you can edit is shown on a white background on the form.

1 Click on the text you want to configure.
1. Type in the text you want to display on the page



Configuring Tables on a Page

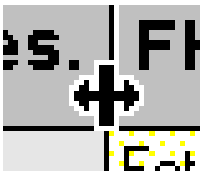
1 Click on the tab of the page with the table you want to configure. The tables that you can configure are outlined in red:



Some cells in the table contain lists of values you can choose. To select which items appear in a list, see "Adding an Item to a List" on page 26.

Adjusting the Width of a Column

1 Move the cursor over the line between the two column heads. The cursor changes from an arrow to:



2 Hold down the left button on the mouse, or click and hold the light pen to the screen.Unless you intend to hide a column, make sure that it is wide enough for the data that it will have to display.

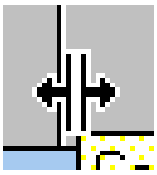
3 Drag the column divider until the column is the width that you want, or reduced to nothing.

4 Release the mouse button or light pen.

Restoring a Hidden Column

If the width of a column has been reduced to nothing, the column's presence is indicated by a red line between the remaining columns in the table.To restore a hidden column:

1 Move the cursor close to the line between the two column heads. The cursor should change from an arrow to.



2 Hold down the left button on the mouse, or click and hold the light pen to the screen.

3 Drag the column divider until the column is the width that you want.

4 Release the mouse button or light pen.

Calculated Fields

OB TraceVue calculates the values of some fields by adding together the values of other fields. For example, a patient's total number of abortions (shown in the Abortions field) equals the number in the Spontaneous Abortions field plus the number in the Induced Abortions field. In the following tables:

- Field - shows a total value. This may be derived from two or more other fields.
- Calculated/Derived From - shows which fields supply the data contained by the "Field" column.
- UsedBy - shows which other fields use the "Field" value in their own calculations.

You must be aware of these dependencies when selecting or deselecting fields to include on a page. You cannot deselect a field that is used by other fields that are still active.

Only read-only fields can contain calculated values. In this chapter's tables:

- Fields with dark shading (such as "LMP EDD (calc)" below) are always read only.

- Fields with light shading (such as “Parity” below) can be configured either as read only or for both reading and writing.

These tables specify context dependencies and calculation rules. The data items listed in the Data Item column are calculated based on the rule stated in the Calculated content/availability column.

Pregnancy

If you do not enter the data required for the system to determine gestational age (GA), the default GA used to detect accelerations is >= 32 weeks (>=15 sec, <10 min).

“Calc” indicates that this item is calculated automatically by the system.

Data Item	Pick list content	Calculated content/ availability	Also used by
LMP EDD (calc)	n/a	LMP+280d	n/a
LMP GA(calc)	n/a	GA (LMP,now) Empty if GA is fixed (Delry docu or close case)	n/a
US EDD (calc)	n/a	US GA, US date	n/a
Embr. Xfer EDD(calc)	n/a	transfer date+264d	n/a
Embr. Xfer GA(calc)	n/a	GA (Embr.Xfer, now) Empty if GA is set fix (Delivery documented or close case)	n/a
US GA	0-50 weeks 0-6 days	n/a	n/a
Current GA	0-50 weeks 0-6 days	Overwritten by selection of “Based on” buttons CurrentEDD, Current GA date reset to today	Patient Panel CTG Trace Analysis
Current GA date	n/a	Overwritten with “Now date” by selection of Based on buttons	n/a

Data Item	Pick list content	Calculated content/ availability	Also used by
Current EDD	Min:Today-1year Max:Today + 365d	Overwritten by selection of "Based on" buttons: • Current GA date reset to today if not modified	n/a
Number of fetuses	1-8	n/a	Newborn/Fetus pages and Flowchart
Gravida	0-25	n/a	Patient Panel
Term	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Preterm = 'No'	Parity
Preterm	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Preterm = 'yes'	Parity
Parity	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND GA >= 20/0 On click calc button: Term + Preterm	Patient Panel
Spontaneous Abortions	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Type of abortion = "Spontaneous"	Abortions

Data Item	Pick list content	Calculated content/ availability	Also used by
Induced Abortions	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Type of abortion = "Induced"	Abortions
Abortions	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Type of delivery = "Abortion"	n/a
Living	0-25	n/a	n/a
Ectopics	0-25	n/a	n/a
Born Alive	0-25	+1 on close pregnancy if field in Delivery/Newborn page: Date of delivery is not blank AND Live-born = "Yes"	n/a
Multiple Births	0-25	+1 on close pregnancy if Date of delivery is not blank in more than one Delivery/ Newborn page.	n/a

OB History

Data Item	Pick list content	Calculated content/ availability	Also used by
Gest Age	0-50 weeks	Delivery-> date of Birth	n/a
Route of delivery	Configurable	Delivery ->Type of delivery + subtype	n/a
Birth Weight Lb and oz	0-21 lb 0-15 oz	Delivery-> Birth weight	n/a
Sex	Male/female/ unknown/no data	Delivery->Infant gender	n/a
Length of labor	0-999 hours	Labor->Length of labor	n/a
Anesthesia	Configurable	Delivery->vaginal Anesthesia + Anesthesia->Primary + ->Secondary until max. Chars of field	n/a
Place of Birth	Free Text	OBTV Hospital Name (Config)	n/a
Born Alive	Yes/No/Nodata	Delivery->Live born	n/a
Preterm labor	Yes/No/Nodata	Labor->Preterm labor	n/a
Complications/ Comments	Free text	Delivery->Vaginal complications + cesarean complications + comment + Newborn Comment until end of field	n/a

Prenatal Visits

Data Item	Pick list content	Calculated content/ availability	Also used by
Location	n/a	Patient location at the time of the last modification.	n/a
User	n/a	User of last modification	n/a
Gest. Age	n/a	GA based on Date/ Time (updated on save)	n/a
Weight Gain	n/a	Weight – Last Weight	n/a
BP	n/a	n/a	n/a
Dilation	0-10	n/a	n/a
Effacement	0-100%	n/a	n/a
Station	-5 to +5	n/a	n/a

Summary

Data Item	Pick list content	Calculated content/ availability	Also used by
Current Problems	n/a	Detailed list of problems with the flag “include in current problem list” set	n/a
Procedures	n/a	Detailed list of procedures with the flag “include in current procedure list” set	n/a

Data Item	Pick list content	Calculated content/ availability	Also used by
Current Medications	n/a	Detailed list of medications with the flag “include in current problem list” set	n/a
Allergies	n/a	Allergies with details	n/a
Current pregnancy	n/a	All details of the pregnancy page	n/a
OBHistory	n/a	OBHistory table	n/a

History

Data Item	Pick list content	Calculated content/ availability	Also used by
Past Medical History	n/a	All entries Attention flag visualized.	n/a
Screening	n/a	All entries other than UNKNOWN.	n/a
Physical examination	n/a	Summary entries of Exam. (Left context grid of the Exam page)	n/a

Antepartum Test

Data Item	Pick list content	Calculated content/ availability	Also used by
Test	CST/NST	n/a	n/a
Test result	Reactive/non reactive	n/a	n/a

Data Item	Pick list content	Calculated content/ availability	Also used by
Date/Time	n/a	Entry date/time	n/a
BPP	n/a	B, T, V, A 0/2 point, NST reactive=2points	n/a
User	n/a	User of last modification	n/a
GA	n/a	GA based on Date/ Time (updated on save)	n/a

US Examination

Data Item	Pick list content	Calculated content/ availability	Also used by
Date/Time	n/a	Entry date/time	n/a
User	n/a	User of last modification	n/a
GA	n/a	GA based on Date/ Time (updated on save)	n/a

Admission

Data Item	Pick list content	Calculated content/ availability	Also used by
Referring Provider	n/a	Pre-filled with the name of the first of Providers->referring flag	n/a

Delivery

Data Item	Pick list content	Calculated content/ availability	Also used by
GA	n/a	GA (current GA, Date of delivery)	n/a
Type of delivery	Vaginal/ Cesarean/ Abortion/ No data (Unknown)	n/a	OBHistory
Cesarean Order	Primary/repeat	n/a	VBAC fields
VBAC candidate	Yes/No/No data	Enabled if Cesarean order = repeat	Reason not Cand. Reason not Att.
Reason not Candidate	Configurable	Enabled if VBAC Cand = No	n/a
VBAC Attempt	Yes/No/No data	Enabled if VBAC cand = Yes	Reason not Attempt
Reason not Attempt	Configurable	Enabled if VBAC Attempt = No	n/a
Type of abortion	Induced/ Spontaneous	Available if type of delivery = abortion	OBHistory, Pregnancy history, Indication for induced abortion
Indication for induced abortion	Configurable	Enabled if Type of abortion = induced	n/a
Cause of spontaneous abortion	Configurable	Enabled if Type of abortion = spontaneous	n/a
Cord blood obtained	Yes/No/No data	n/a	n/a
Preterm	Yes/No/No data	n/a	Pregnancy history
Apgar Score	0...10/0...10/0…10	n/a	n/a

Value Ranges for Input

Unless otherwise noted, the range of a date value on a form page can be anything from the current date "Now" to a time up to twelve months in the past. This table outlines the exceptions.

Form Page	Data Item	Minimum value	Maximum value
Demographics	Date of Birth	Now - 90 years	Now – 10 years
	Education Years	0	99
Pregnancy	LMP	Now - 12 months	Now
	US exam date	Now - 12 months	Now
	Embryo Xfer date	Now - 12 months	Now
	Current GA date	Now - 12 months	Now
	Current / US GA	0	50.6
	Menstrual Cycle Length	0	42
OBHistory	GA	0.0	50.6
	Labor hours	0	99
Physical Examination	Height	0 cm = 0ft / 0inch	302 cm = 9ft / 11 inch
	Weight/ Prepreg. Weight	0 lb = 0 kg	999 lb 453 kg
	Fundal Height	0 cm	99 cm
Prenatal Visits, OB History, PP Visit	Weight	0 lb = 0 kg	999 lb 453 kg
	Fund. Height	0 cm	99 cm
APTesting / US Measurements	GA	0.0	49.6
	Est. F. weight	0 grams	9951 grams
	All measurements	0.0 cm	99.9 cm
Admission	Date of admission	Now - 12 months	Now
Delivery	Date of delivery	Now - 12 months	Now
	GA at delivery	0	50.6
	Baby xfer date	Now - 12 months	Now
	Fetal death	Now - 12 months	Now
	Placenta delivery	Now - 12 months	Now
	Birth weight	0 grams	9951 grams = 21 lb 15 oz
	Blood loss	0 ml	9999 ml
	Measure	0.0	99.9

Form Page	Data Item	Minimum value	Maximum value
Anesthesia	Surg Level achieved	Now - 12 months	Now
	Anesthesia end	Now - 12 months	Now‘
	Cath Length	0 cm	99 cm
Discharge summary	Date of discharge	Now - 12 months	Now
Rolodex (Identify/ Search Patient)	Search Filter: Scheduled	n/a	Prenatal Visits, Discharge Record, PostPartum Visits ->Next appointment/ follow-up date. Nearest in future.

3

Using the Value Table Editor

The Value Table Editor (VTE) is a separate program for editing the items in the lists used in the data fields of the patient data forms, and the flow chart. You can work with the value table "online" with the editor started on an OB TraceVue client PC, or off line so that you can use it on any Windows 2000 workstation. When the OB TraceVue Setup program is run, the factory defined folders are installed. Therefore you are advised to back up any changes you make to the value table as you may want to reinstall them after an upgrade or reinstallation due to system maintenance. You require at least Superuser rights to edit the value table.

The value table lists are divided into maternal and newborn.

The instructions in this chapter tell you what steps you have to perform to edit your lists. You require basic computer user/Windows 2000 knowledge to navigate to the location of lists and work with standard dialog boxes and so forth.

The factory supplies some example contents for the value table lists for your guidance. For the convenience of the different geographies using OB TraceVue, as far as possible these lists have been translated (though not clinically validated). Some lists may contain a mixture of English and local language.

It is the responsibility of the institution using OB TraceVue to configure the contents of the value table lists in an appropriate manner for the institution.

Starting the Value Table Editor

To start the program:

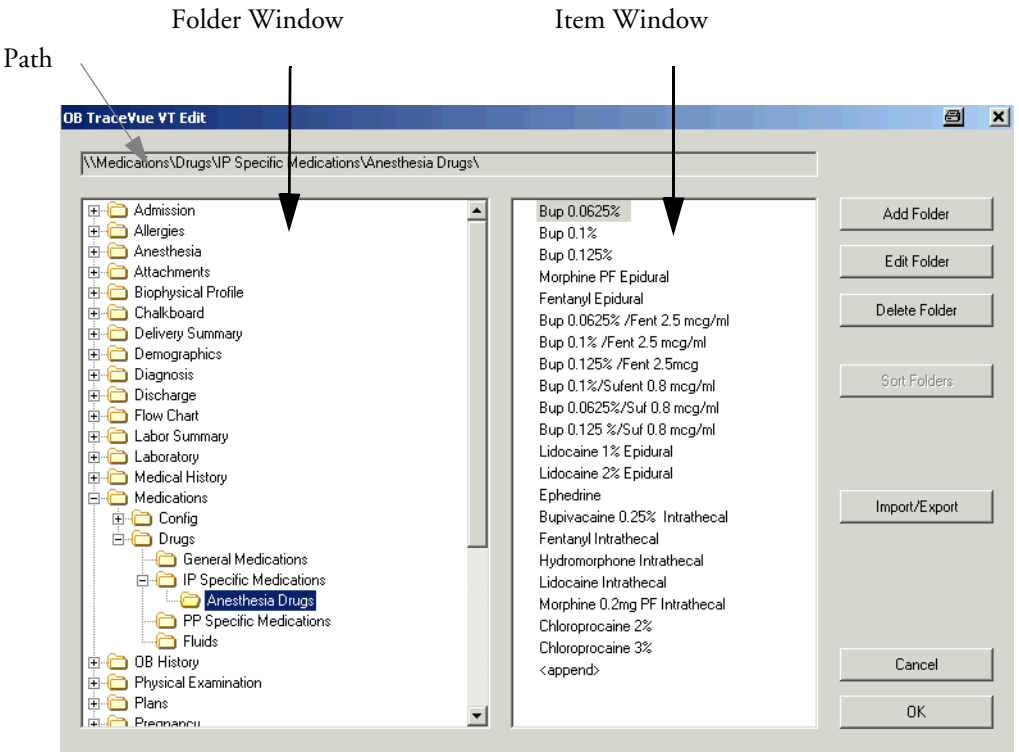
1 Close or iconize OB TraceVue before running the value table editor. If you are running OB TraceVue in its own "shell", select Explorer from the Run menu of the shell dialog.

2 From the OB TraceVue Support menu, select **`Value Table Editor`**.

3 Enter your own password in the box and press **`OK`**.

You can now edit the lists and their contents. However it is recommended that you make a backup copy of your list before you proceed by exporting it to another file (see "Exporting the Value Table Lists to a File" on page 27).

Once you have started the Value Table Editor, you will see the folders and lists used by OB TraceVue on the PC where you are running the program.



Screen Layout

The main screen is split into two sections. The folder window contains the names of the lists, and the item window containing the individual items within the selected list. The available buttons depend on which window has the focus. The window's header shows you the path to which data is stored when you press OK.

General Buttons

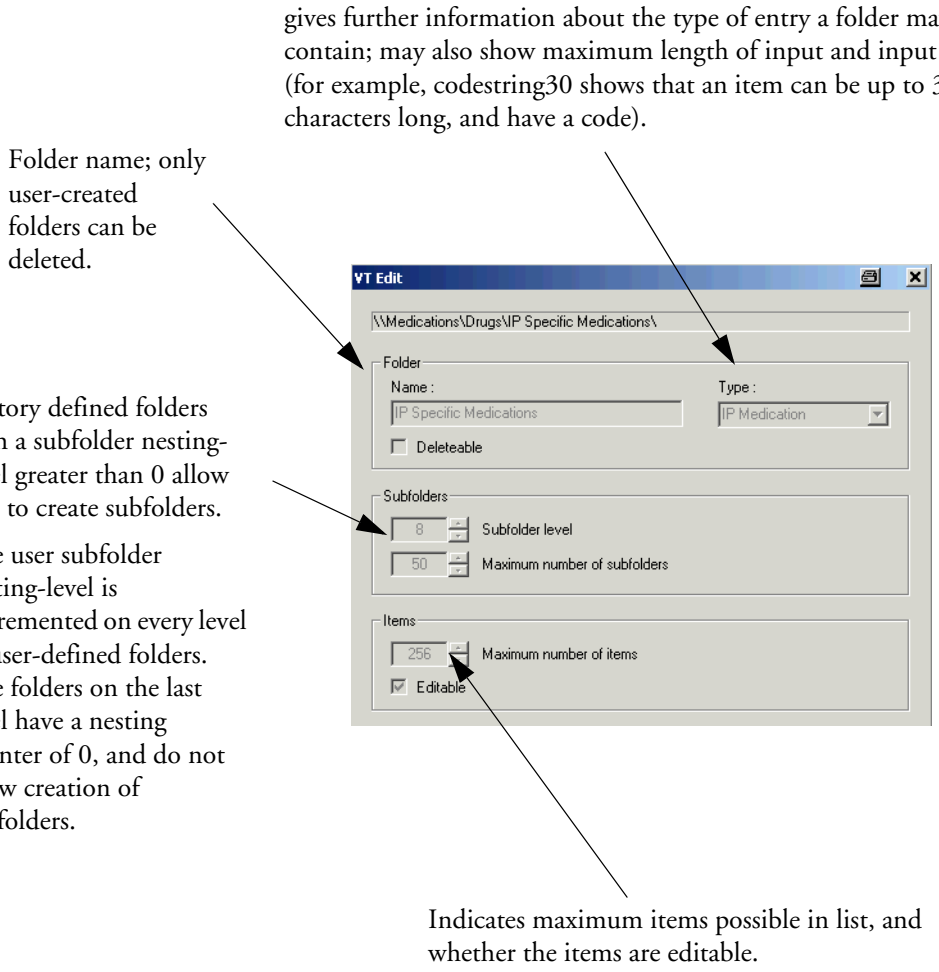
- **`Import/Export`** - use this to save the editor contents to a file, or load data from a file.
- **`Cancel`** - exit the editor without saving the contents.
- **`OK`** - saves your changes to the database.

Folder Window

The folder window shows the folders that contain the OB TraceVue lists; the highest level structure is fixed - you cannot add, delete or edit folders at this level. The buttons that are enabled depend on the attributes of the folder. Not all folders allow you to add a subfolder.

- **`Sort`** - use this to sort the sub folders of the highlighted folder into alphabetical order.
- **`Add Folder`** - use this to add a subfolder to the highlighted folder. The new subfolder requires a unique name. You can add a subfolder to any factory-defined folder that has a subfolder level greater than 0.

- **Delete Folder** - use this to delete a folder.
- **Edit Folder** - use this to see the name of the current folder and its properties, and then type in a new unique name. The folder edit dialog shows the attributes set for the selected folder.


gives further information about the type of entry a folder may contain; may also show maximum length of input and input type (for example, codestring30 shows that an item can be up to 30 characters long, and have a code).
Folder name; only user-created folders can be deleted.
Factory defined folders with a subfolder nesting-level greater than 0 allow you to create subfolders.
The user subfolder nesting-level is decremented on every level of user-defined folders. The folders on the last level have a nesting counter of 0, and do not allow creation of subfolders.
VT Edit
\\Medications\Drugs\IP Specific Medications\
Folder
Name :
IP Specific Medications
Type :
IP Medication
Deleteable
Subfolders
8
Subfolder level
50
Maximum number of subfolders
Items
256
Maximum number of items
Editable
Indicates maximum items possible in list, and whether the items are editable.

Item Window

This displays the contents of the current folder. It shows at least an empty <append> element which allows you add an item to the end of a list. You can move items from one folder to another folder of the same type using the mouse to drag and drop.

If the item window has the focus, the labels of the buttons change to the item-window specific buttons:

- **Sort Item** - sorts all items in alphabetical order.
- **Add Item** - adds a new item above the line you select. A data specific dialog allows you to enter the details of the item. You cannot create a new item with the same name as an existing item in the same folder.
- **Edit Item** - use this to open a dialog that shows data items, and then edit them. Names must be unique.
- **Delete Item** - use this to delete an item.

Keyboard/mouse Commands

Some keys mimic the function of the buttons on screen:

- **INS (insert) key** - works like the Add button
- **DEL key** - works like the Delete button
- **Double click** - works like the Edit button.

Intrapartum Medication Dialog

When you add an intrapartum medication, you must enter the amount and volume details to the corresponding list box as appropriate. The content of the unit fields determines whether amount, dose, volume and rate fields are also enabled. OB TraceVue uses the first entry, at the top of the list, as the default.

Seeing Your Changes

If your changes are not immediately visible, (because you edited lists on the screen that was displayed when you iconized OB TraceVue) change to a different screen using an icon (for example, change to the single trace display) then switch back to your original screen. The changes will now be accessible. It is not sufficient to switch tabs on the same screen.

Adding a Folder to the Folder Window

1. Click on the folder to which you want to add a new subfolder. For example to add a list of post-natal procedures, click on the Medical History folder. Not all folders permit you to add subfolders.
2. Click **Add Folder**.
3. Type in a unique name for the new folder.

Adding an Item to a List

1. In the folder window, click in the folder containing the list to which you want to add an item.
2. In the item window, click on the existing item above which you want to add the new item. Use **append** to add the item at the bottom of the list.
3. Click **Add Item**.
4. Type in the name of the new item. This cannot be the same as the name of any of the items that already exist in this list.

   If you are entering a medication or fluid, you must select the appropriate dose unit, rate unit, and route from the pre-defined lists. These fields are enabled or disabled, depending on the contents of the corresponding unit fields.

   In some cases you can enter both the name of the item, and an optional alphanumeric code up to 16 characters. You can define or use your own codes for use with the export database to generate statistics.

For example, to add a language to the Demographics\language folder

a. Click on the “Language” folder in the “Demographics” folder.

b. Click on “**append**”.

c. Click on the **Add Item** button.

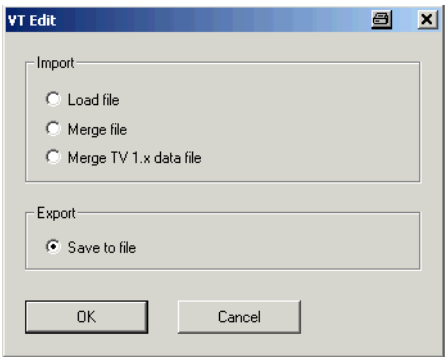
d. Type in (for example) “Danish”

e. Click **OK**.

In some places you can enter both the name of the item and an optional alphanumeric code (for example, Procedures or Diagnosis). OB TraceVue does not need or use this code. The hospital can define and use its own codes in conjunction with the export database to generate statistics. The codes of the folders “Race”, “Religion”, and “Marital Status” correspond with codes transmitted as part of an admission, discharge, transfer (ADT) link to the hospital’s own information system (HIS). Valid code entries for “Marital Status” are A (separated), M (married), S (single), D (divorced), and W (widowed). See the Integration Guide, chapter ADT Link, section “Supported Message Segments” for further information.

Importing and Exporting Value Table Lists

You can share lists between OB TraceVue systems. You can also merge the current contents of the value table lists with data from a valid VTE file. When you reinstall your system software, the factory-supplied default lists are loaded. If you have customized your hospital’s lists you can then restore them.



Exporting the Value Table Lists to a File

Use this when you want to save your value table lists to a file, for example so that you can share it with another system.

1 Click the **Import/Export button**.

2 Click beside **Save to File**.

3 Select a directory where you want to save it, and type in the name of the file.

Loading a List from Another OB TraceVue System

CAUTION Loading a list from another OB TraceVue system completely overwrites your current OB TraceVue lists.

1 Copy the list from the other system to your system.

2 Click **Import/Export**.

3 Click **Load file**.

4 Select the name of the file containing the list you want to import.

Merging Two Lists Together

You can merge the current contents of your value table with the contents of a valid value table file. You can merge lists created with OB TraceVue revision D.xx.xx software. It is not recommended to merge lists from software revisions previous to this. The lists, including any additional folders and subfolders you have created, will be merged into the new structure.

1 Make sure the list with which you want to merge is on your system.

2 Click **Import/Export**.

3 Click **Merge File**.

4 Select the file to merge into the current VTE.

For your information, the system temporarily marks newly merged data items, which were not previously present, with a light bulb icon. This goes away after you complete the merge.

5 After the merge, check for items or folders marked with an exclamation mark and edit these if necessary. Marked items are not saved when you finish the merge.

If you merge lists that contain two items with the same name but different data, the item from the merged file is marked with an exclamation mark. Items are also marked with this symbol if, during the merge, the maximum capacity of the parent folder is exceeded.

The mark is removed if, after editing and closing the VTE, the item is now unique and does not exceed the maximum number of items in permitted for its parent folder.

Folders that exceed the maximum number of subfolder of their parent folder are also marked with the exclamation mark.

Importing Examination Lists from A.01.xx

To import your old examination list into the current AP/IP list:

1 Select the AP/IP folder (**Flow Chart -> Events -> AP/IP**).

2 Click **Import/Export**.

3 Click beside **Merge TV 1.x data from file**.

4 Type in or select the name of the OB TraceVue A.01.xx file you want to import (EXA_*xxx*.csv, where *xxx* indicates your language code).

Importing Medication Lists from A.01.00

To import your old medication list into the current medications list:

1 Select the IP Specific folder (**Medications -> Drugs -> IP Specific**).

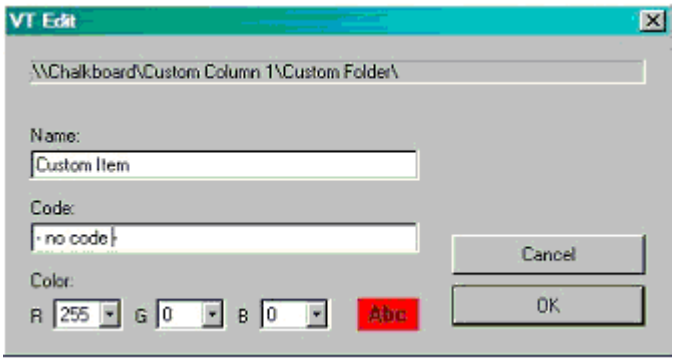
2 Click the **Import/Export** button.

3 Click beside **Merge TV 1.x data from file**.

4 Type in or select the name of the OB TraceVue A.01.xx file you want to import (MED_*xxx*.csv, where *xxx* indicates your language code).

Color Coding the Chalkboard

You can determine the background color of both the customizable columns in the maternal and newborn chalkboards. The color you assign to custom column 1 is used for the entire line. The color you assign to custom column 2 is used only by this column and overrides the color set for column 1.



Assigning a Color

Use the VTE editing techniques described in this chapter to assign a color to a custom column:

1 Select Maternal (or Newborn) -> Chalkboard -> Custom Column 1 -> Custom Folder.

2 Add a folder with the name of the custom column. This appears as the column header on the chalkboard.

3 Enter an item with a name and, optionally, a code. The code is available for use in customized SQL queries.

4 Enter the color as a color value triplet (RGB). You must specify a value for R (red), G (green) and B (blue), even if that value is 0. The color preview box shows you what this color will be in the application itself.

5 Repeat these steps to define as many colors as you require. To be able to remove a color at the chalkboard and return to “white”, you need to configure a “white” code as well.

The value of each of the R, G, B components of the RGB triplet ranges from 0 (no contribution) to 255 (full intensity), thus a total of 256x256x256 = 16.7+ million different colors can be specified with an RGB triplet. The following table suggests some values.

Color	R	G	B
Red	255	0	0
Orange	255	168	25
Yellow	255	255	0
Green	0	255	0
Blue	0	0	255
Indigo	60	25	130
Violet	212	95	228
White	255	255	255

The colors displayed by a WEB client PC, where only 256 colors are available, may have a slightly different hue to that same color on a regular client.

Determining RGB Values

1 Open MS Word.

2 Open a new document.

3 Select **`Format -> Font`**.

4 Select the drop down box for **`Font Color`**

5 Select **`More Colors`** (at the bottom).

6 Click on a color in the hexagon.

7 Select the **`Custom`** tab to display the RGB numbers associated with that color. You can use these in the value table editor.

Input Mask Folders

For some fields, you can configure an input mask that forces users to enter data in the correct format for your institution. These folders are prefixed by the word “Mask”:

Folder	Mask	Page
Mat/Demog	Pat Ident	Maternal Demographics
Mat/Demog	MRN (medical record number)	Maternal Demographics Newborn Demographics
Mat/Demog	SSN (social security number) (for USA this is factory configured as ###-##-###)	Maternal Demographics
Mat/Demog	Code	Maternal Demographics
New/Demog	Code	Newborn Demographics
Mat/Delivery	NB-ID	Maternal Delivery Newborn Demographics
Mat/Delivery	Sec-ID (security band IC)	Maternal Delivery Newborn Admission

When you append to the folder, use the mask characters to fix the format. The mask characters are also the prompt characters that the system displays in the input field.

Mask Character	Input type
#	numeric data (0-9)
A	alpha numeric data (0-9 and a-Z)
&	Any ASCII character

Mask Character	Input type
?	Alphabetic data (a-Z)
U	Accepts a-Z, converts to uppercase
L	Accepts a-Z, converts to lowercase
\	Escape character. Use if you want a mask character to be interpreted as a literal character (that is, shown in the mask)

Description	Mask	Example
Date	##/##/##	12/12/99
Time	##:## UU	12:34 AM
Social Security Number	###-##-###	142-92-1532
Phone	(###) ###-#### [####]	(919) 933-0867 [7]
Zip code + 4	#####-####	13254-3645
First Name	????????????????	Bartholomew

Running the VTE on a non-OB TraceVue PC

You can run the value table editor on a non-OB TraceVue Windows PC. This allows you to administer lists for several OB TraceVue systems away from OB TraceVue itself.

1 At the OB TraceVue internal server PC, log in as OBTV Administrator.

2 Copy the following files from C:\TV21\PROG to the local computer:
- MFC 70.dll
- MSVCR70.dll
- VT_Edit.exe
- VTED.dll

3 Launch the VTE editor by double clicking VT_Edit.exe from its location on your local computer. The system displays the usual VTE login dialog.

4 Log into the VTE using the general administrator's password.

5 Select the value table editor file you want to edit from the location in which it is stored on the local computer.

6 Edit the value tables and save your edits in the normal way.

4

Configuring Reports

OB TraceVue stores patient data in a database on its internal server PC. It exports this data to the external server PC so that third party applications, such as Word and Excel, can access the database without interfering with the data acquisition and storage at the internal server.

This chapter looks at the reports you can print for the patient in focus using Microsoft Word. It tells you how to work with the OB TraceVue-specific elements of this. It does not tell you how to use Word.

Predefined Reports

OB TraceVue offers the following predefined reports for printing data of the patient in focus.

Report Templates	Evaluates Time Range From Printing Module for Notes Form Fields	Requires Newborn Charting Option
Admission.dot		
Antepartum.dot		
Discharge.dot		
DischargeRecord.dot		
DischargeSummary.dot		
FCAssessByTime.dot	☑	
FCAssessByType.dot	☑	
Inpatient Postpartum.dot		
Labor and AlternateDelivery.dot		
Labor and Delivery.dot		
Labor&Delivery.dot		
Nursery Admission.dot		☑
Nursery Discharge.dot		☑
Nursery FCAssessByTime.dot	☑	☑
Nursery FCAssessByType.dot	☑	☑

Report Templates	Evaluates Time Range From Printing Module for Notes Form Fields	Requires Newborn Charting Option
ObstetricAdmit.dot		
PatientsPregnancyEpisodes.dot		
PostpartumVisit/dot		
PostpartumVisits.dot		
ProgressNotes.dot		
Teaching.dot		
TVReportM.dot		
TVReportN.dot		☑
EpTVRerpotM.dot	☑	
EpTVReportN.dot	☑	☑

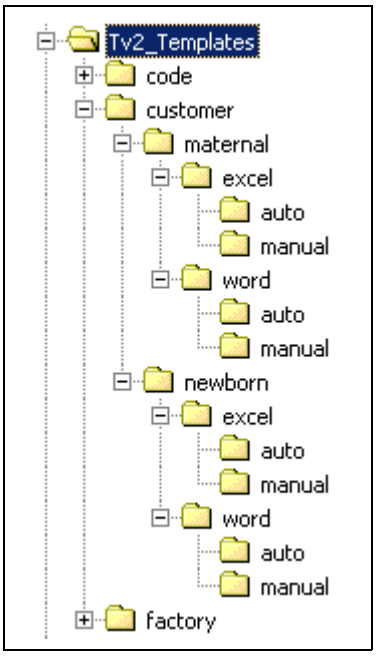
If these predefined report templates do not meet your precise needs, you can customize the predefined templates, or define new ones of your own, to print reports using the data in the external database.

Understanding Templates

OB TraceVue is supplied with some pre-defined Word templates that allow you to print data about the patient in focus. Each template is made up of a number of data elements called “form fields”. When you ask OB TraceVue to print, it populates these form fields with data about the patient in focus.

Templates are stored on the internal server in **`C:\Tv2_templates`**. This is shared across the system as OBTVTemplates (which means when you are working at a client PC, the directory path to reach the templates at the internal server is **`\\<servername>\OBTVTemplates`**).

- **`auto`** - Automatic - prints straight from the system without any user interaction
- **`manual`** - allows you to see the report on screen, and make changes if necessary. Manual reports are indicated within the OB TraceVue printing module by an asterisk (*).



The factory defined templates are stored in **`C:\Tv2_Templates\factory`**. These cannot be modified. At installation, these must be copied to the appropriate “customer” directory, where they can be modified. Store your modified templates in the appropriate newborn or maternal directories in **`C:\Tv2_Templates\customer`**. The printing module accesses this directory. Any entirely new template you create must also be stored in the appropriate customer directory.

Templates are normally started from the OB TraceVue printing module. To run the templates standalone, you must open the document via Explorer. Only users with at least System Manager permission rights may run the templates in standalone mode.

Setting Macro Security

This icon indicates that the macro code for your template is loaded. If this icon is missing, or doesn't work, ensure that your macro security level is set to "low".

1 In Word (and also in Excel).

1 On the Tools menu, point to Macro.

2 Click Security.

3 On the Security Level tab, ensure that "low" is selected for Word and Excel.

4 On the Trusted Sources tab, ensure that the checkboxes **`Trust all installed Add-ins and templates`**, and **`Trust access to Visual Basic Projects`** are activated for Word and Excel.

Customizing a Word Template

Use the following technique to create, or customize, a template.

1 Shutdown OB TraceVue at the local PC.

2 Login to the local PC as a user who is a member of the Windows Administrators user group. (See "Login in as Windows Administrator" on page 2.)

3 Open Explorer.

4 Change to the folder containing the template you want to amend. Templates you have customized previously should be in the customer directory. To amend a factory template, select the factory directory.

- **`\\<servername>\OBTVTemplates\customer\maternal\Word\Manual`** (or Auto)
- **`\\<servername>\OBTVTemplates\customer\newborn\Word\Manual`** (or Auto
- **`\\<servername>\OBTVTemplates\factory\maternal\Word\Manual`** (or Auto)
- **`\\<servername>\OBTVTemplates\factory\newborn\Word\Manual`** (or Auto)

If no existing template is suitable, choose from

- TVReportM template (for maternal mode)
- EpTVReportM (for maternal mode)
- TVReportN template (for newborn mode)
- EpTVReportN (for newborn mode)

which are located in the factory Word folder. These are completely empty templates. See "Inserting a "Notes Evaluation Period" Form Field" on page 39 for a description of "EpTVReport" type to help you understand which you need to choose.

5 Copy the template that most closely reflects the result you want to achieve into a test environment, for example in **`\\>server>\OBTVTemplates\Customer\Test\Word`**.

6 Remove the "Read only" attribute.

7 Customize the template using the techniques described in this chapter.

8 Save the template.

To make reports available for onscreen review prior to printing, move it into:

- **OBTVTemplates\Customer\Maternal\Word\Manual**
- **OBTVTemplates\Customer\Newborn\Word\Manual**

To send reports directly to the printer, save it into:

- **OBTVTemplates\Customer\Maternal\Word\Auto**
- **OBTVTemplates\Customer\Newborn\Word\Auto**

Some Excel templates MUST be saved in the ...\manual folder because they do not support printing from the ...\auto folder.

9 Restore the "Read only" attribute.

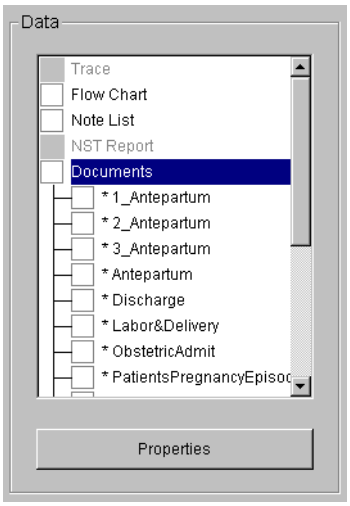
10 Restart OB TraceVue at the local PC.

If you have any difficulty restarting OB TraceVue, it could be because there are still some open net sessions. In this case, reboot the PC where the problem occurs and ensure that Explorer is closed.

11 Test the template to ensure it populates correctly.

When you save a new template in the template directory, OB TraceVue automatically makes sure that it appears in the list of available documents. This list is alphabetical. To force your template to appear elsewhere in the list (for example, so that your most frequently used templates appear towards the top of the list), you need to add a sort criteria such as starting the name with a number.

Any customization you make to templates is **not** backed up as part of OB TraceVue's automatic backup procedures.



CAUTION You are responsible to backup your customized templates and store your backup safely.

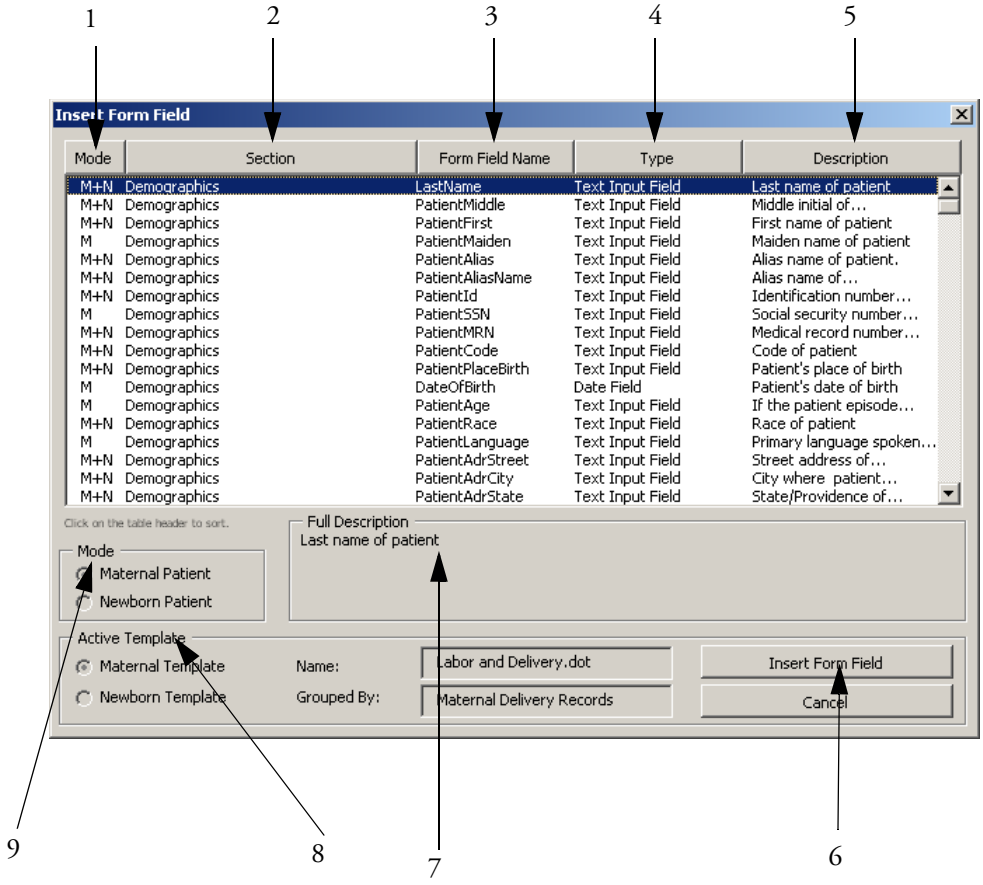
Inserting a Form Field

A form field is any item of information about a patient that appears on any of the OB TraceVue forms (including calculated fields). You can include any of these fields in a Word template.

1 Open the template you want to amend. Open only one template at a time.

2 Position the cursor on the page at the location you want to insert a form field.

3 Click the data insertion icon in the Microsoft Word standard toolbar. The system displays the **`Insert Form Field`** dialog. Click on a column header to sort the form fields by that column.


1
2
3
4
5
Insert Form Field
Mode
Section
Form Field Name
Type
Description
M+N Demographics LastName Text Input Field Last name of patient
M+N Demographics PatientMiddle Text Input Field Middle initial of...
M+N Demographics PatientFirst Text Input Field First name of patient
M Demographics PatientMaiden Text Input Field Maiden name of patient
M+N Demographics PatientAlias Text Input Field Alias name of patient.
M+N Demographics PatientAliasName Text Input Field Alias name of...
M+N Demographics PatientId Text Input Field Identification number...
M Demographics PatientSSN Text Input Field Social security number...
M+N Demographics PatientMRN Text Input Field Medical record number...
M+N Demographics PatientCode Text Input Field Code of patient
M+N Demographics PatientPlaceBirth Text Input Field Patient's place of birth
M Demographics DateOfBirth Date Field Patient's date of birth
M Demographics PatientAge Text Input Field If the patient episode...
M+N Demographics PatientRace Text Input Field Race of patient
M Demographics PatientLanguage Text Input Field Primary language spoken...
M+N Demographics PatientAdrStreet Text Input Field Street address of...
M+N Demographics PatientAdrCity Text Input Field City where patient...
M+N Demographics PatientAdrState Text Input Field State/Providence of...
Click on the table header to sort.
Full Description
Last name of patient
Mode
Maternal Patient
Newborn Patient
Active Template
Maternal Template
Newborn Template
Name:
Labor and Delivery.dot
Grouped By:
Maternal Delivery Records
Insert Form Field
Cancel
9
8
7
6

	Button	Comment
1	Mode	Indicates whether the form field can be used in maternal templates only (M), newborn templates only (N) or in both (M+N).
2	Section	Name of the OB TraceVue section in which the form field appears (for example, “Demographics”).
3	Form field name	Name of the form field (for example, “PatientAdrStreet”)
4	Type	Data type. See “Form Field Data Types” on page 42 for more information.
5	Description	Abbreviated description of form field. (for example, “Street address of...”)

	Button	Comment
6	Insert Form Field	Insert the form field into the template.
7	Full Description	Complete description of highlighted form field (for example, "Patient's Street Address").
8	Active Template	• **Maternal Template/Newborn Template** : The radio button shows whether the report template is a maternal template or a newborn template. This field is read-only. • **Name**: shows the name of the current template (for example Labor and Delivery.dot) • **Grouped By**: shows the category of form field by which the report will be grouped, if applicable (for example, postpartum records, or maternal delivery records).
9	Mode	This shows whether the form field you have selected can be used in maternal templates only (M), newborn templates only (N) or in both (M+N). If the form field is common to both maternal and newborn records (for example, the last name, or address) and can therefore be used in both M and N mode, then you use the radio button to select whether you want maternal data, or newborn data in your report. To include both, you must insert the field twice, once with the **M** radio button selected, and again with the **N** radio button selected. Not all form fields allow you to include both maternal and newborn data simultaneously in one report. If you are unable to change the Mode (that is, radio button is greyed out) the form field data that appears in your report will be exclusively: • maternal (if maternal is selected but greyed out) • newborn (if newborn is selected but greyed out)

4 Select the form field you want and press **Insert Form Field** to insert it at the cursor position.

For example, to include both the mother's, and the newborn's, last name on a report:

a. Highlight the form field "LastName".

b. Click the **Maternal Patient** radio button.

c. Click **Insert Form Field**. This includes the mother's last name in the report.

d. With LastName still highlighted, click the **Newborn** radio button.

e. Click **Insert Form Field**. The system includes the newborn's last name in the same report.

5 Reposition your cursor, and repeat these steps for each form field you want in your template.

6 Check the Word template's consistency by clicking on the "**Check Form Fields**" icon in the Word Menu. This looks to see if:

- text wrapping in a table is switched off if the form field is in a table
- the form field has a bookmark with a valid index
- an SQL statement is present for the form field
- a maximum of one "group document" category is inserted.

7 Fix any form field consistency errors.

8 When you have finished, click **`Close Dialog`**.

The data element you select appears at the current cursor location. You must use the Insert Form Field dialog to add a form field to a template. You cannot copy and paste fields you have already inserted. Fields that have been copied and pasted will not be filled.

Inserting a "Notes Evaluation Period" Form Field

When used in the templates that are enabled for this behavior, some form fields automatically take their evaluation period (Ep) from the time range of the printing module. The FormField 'Contrac' (from the Section "Notes-Contraction-Contraction") is an example of this.

Not all templates use this feature. If, for example, you use the "Contrac" form field in a template that is not enabled for this behavior, it does not take the range from the printing module. Instead the report shows results for the entire episode in the normal way. The factory defined blank template "EpTvReport" is enabled for this behavior.

Inserting a Group Document Form Field

Reports can be sorted using the "GroupBy" category. In the case of "GroupBy ID" in a form field's SQL statement, the macro code groups the whole report automatically by the "GroupByID". For example, the form field "DeliveryTSG" groups the report by the newborns.

You cannot insert form fields with more than one GroupBy category in the same template. For example, if you have already inserted form fields with the "group by Child ID" category into a template, you cannot also insert form fields with the "group by Record ID" category into the same template.

All "Group documents" form fields are marked in the description column of the Insert Form Field dialog.

Inserting Items in a Header

To insert a form field item into a header or footer you cannot use the data insertion tool. You must make a cross reference to a form field that is already contained within the body of your template.

1 With the template header active, choose **`Table -> Insert -> Table`**.
You do not have to put this into a table. However cross references are not visible on screen and if you need to change or delete them subsequently, it is much easier to locate them if each occupies an individual table cell.

2 In the Insert Table Dialog, set up the table according to how much information you want to include. Use one row per form field item. The example below shows a two column, five row table. You can use Word's layout and display features to size, position and enhance the table design.

Last Name	
Middle Initial	
First Name	
ID#	
	Print date: 01/01/03

3 Type the first cell identification name as you want it to appear on your template. For example Last Name.

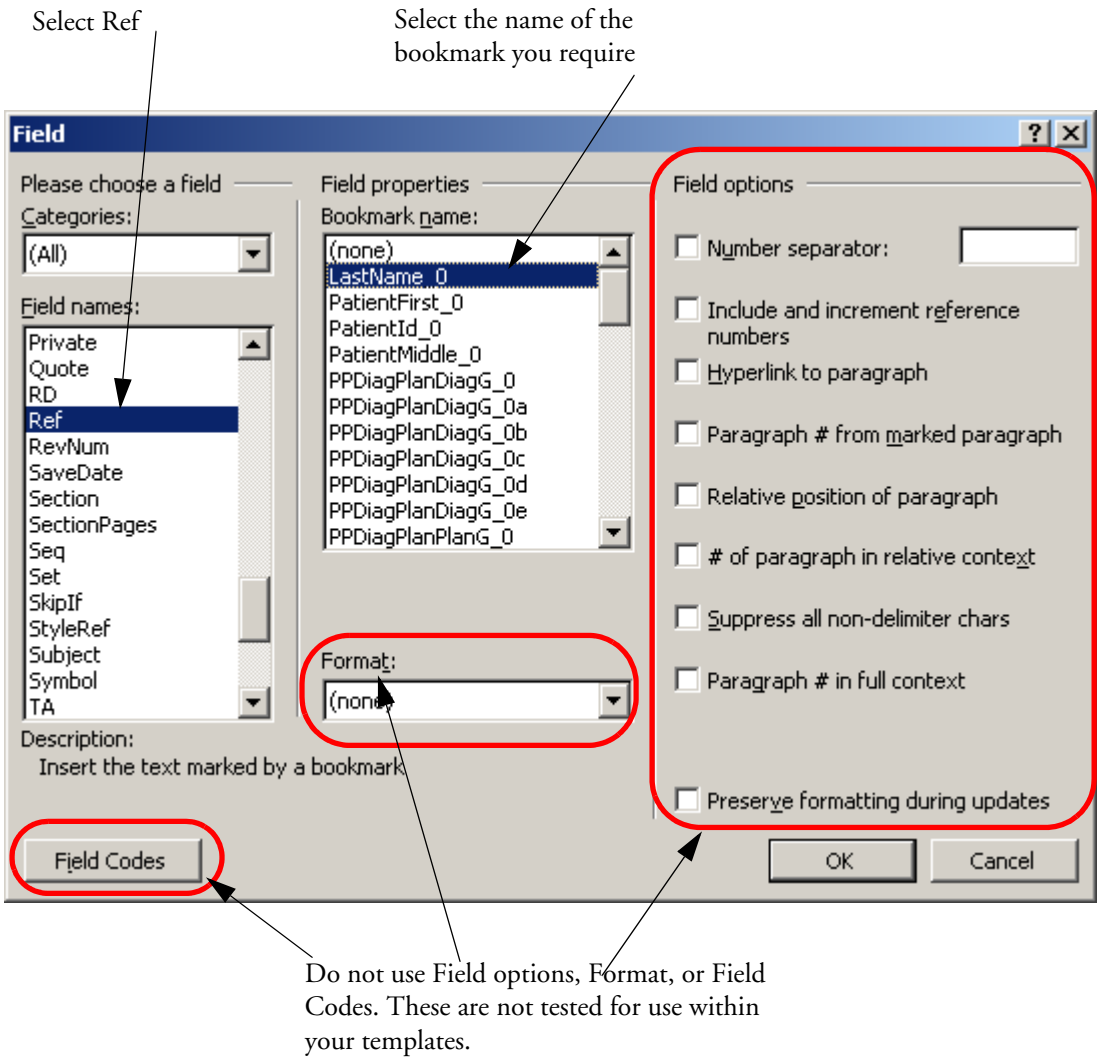
4 Click cursor in the adjacent cell where you want the information to appear.

5 Now you need to insert a cross reference to the form field(s) in the body of the template. Select **`Insert -> Field`**. Ensure that the field options are not checked.

6 Select **`Ref`** from the Field names list.

7 Select the bookmark name from the Bookmark name list.

8 Press **`OK`**.



9 Repeat this for all the form fields you want to include.

10 Save the template into the required automatic and/or manual directory.

When you print this as a document for the patient in focus, the header will be filled in with the form fields you cross-referenced. If you use this as a manual document, when you see it on screen the header table remains blank (it WILL NOT show the form field information you have cross referenced) until AFTER you have sent the document to the printer).

Inserting Page Breaks

The macros within Word 2003 do not support the system automatically paginating reports. You must do this manually.

Creating Your Own Form Fields

Using the Report Form Fields (Customized) work sheet of the SQLedit.xls workbook, you can build your own customized template queries by assigning a form field name to a query and including it in report using the usual form field insert dialog. Start this workbook from an MS-Office client PC, in the directory **\\<server>\OBTVTemplates\code\SQLedit.xls.** You must have Windows administrator rights. All templates must be closed while you are using this.

You can copy an SQL query from the worksheet "report form fields (factory)" to the customized worksheet and adapt it to suit your needs, or create an entirely new SQL query.

When you have customized or created an SQL query, you assign a form field name to it. This form field available in the Form field Insertion dialog for use in reports as described in "Inserting a Form Field" on page 36.

SQLedit.xls treats the data as a list of records. Rows can be inserted or deleted. However you cannot insert individual cells. Empty cells are not permitted in a record. Declare comment lines using "#" in the column "Section".

When creating an SQL query for a new form field, you must complete the following areas on the Report Form Fields (Customized) worksheet:

- **Section** - enter the name of the OB TraceVue section in which the form field appears, for example "Demographics (Age)."
- **Form Field Name** - enter your name for this form field. It must start with **C_** and follow the Microsoft conventions for form field names (for example, you cannot use a white space, plus or minus and so forth). This is what will appear in the Insert Form Field dialog.
- **Data Type** - choose the category of your form field. This determines how they will be displayed in the report. See "Form Field Data Types" on page 42 for further explanation and examples.
- **Mode** - choose from:
  - M - this form field is designed for use in maternal templates only
  - N - this form field is designed for use in newborn templates only
  - M + N - this form field is designed for use in both maternal and newborn templates.
- **Description** - this is the textual description that appears in the Insert Form Field dialog.
- **SQL** - write the SQL query that maps to the form field name. You can check the SQL syntax by double clicking in the SQL cell.

  Patient context can be:
  - SubCaseID (for example, Subcase.SubcaseID=[SubcaseID])
  - ChildID (for example, Child.ChildID=[Child.ChildID])
  - RecordID (for example, Record.RecordID=[pRecord.RecordID])

    Templates always take patients' SubcaseID from OB TraceVue. Values for [ChildID] and [pRecord.RecordID] in the SQL statement are generated by the macro code. In the case of

[ChildID] or [pRecord.RecordID] in a template's SQL statement, the macro code groups the whole document automatically by maternal delivery records or postpartum records.

`Evaluation period` - [Date-phrase:Notes.DisplayTS] in the SQL-Where clause can be used to create an "Evaluation Period Within Episode" form field.

Example: *SELECT Notes.DisplayTS FROM Notes KEY JOIN SubCase WHERE Notes.NoteID = 162 AND [Date-phrase:Notes.DisplayTS] AND SubCase.SubCaseId = [SubcaseID].*

See also "Updating the SQL in Excel Templates Manually" on page 62.

Form Field Data Types

The shading indicates that this form field can return multiple rows (in a column) when used in a predefined table.

Type	Displayed type in the Insert Form Field Dialog	SQL statement returns			Comment
		Single value	One column	More than one column	
NORMAL	Text Input Field	X	X	-	Displays ordinary text.
DATE	Date Field	X	X	-	Displays a date format.
DATETIME	Date Time Field	X	X	-	Displays a date and time format.
DUALSTATE	Standard Checkbox	X	X	-	Displays the result as a checkbox: ☐ or ☑
TRINORM	Tristate Checkbox	X	X	-	Displays the result as a checkbox: ☐ or ☑ or ?
TRISTATE	Tristate Field	X	X	-	Displays the result as a field showing -, or +, or ?
QUADSTATE	Quadstate Field	X	X	-	Displays the result as a field showing -, or +, or O, or ?
ASSESSMENT	Assessment State	X	X	-	Displays the result as a field showing -, or +, or O or ☑

Type	Displayed type in the Insert Form Field Dialog	SQL statement returns			Comment
		Single value	One column	More than one column	
TABLE	Table	X	X	X	This generates a single table. The table is shown in the report, even if there is no data to display in it.
DTABLE	Table, with results only	X	X	X	This generates a single table. The full table is displayed if there is at least one entry in the table. If there is no entry, the table is not displayed in the report.
TBLGROUP	Table Group	X	X	X	This generates one or more (a group) of tables. The table is shown in the report, even if there is no data to display in it
DTBLGROUP	Table Group, with results only	X	X	X	This generates one or more (a group) of tables. For example, if there are no assessment notes, the assessment note table will not appear in the report. If there is only one assessment note, the report shows one table. If more than one assessment note exists, a table is created for each assessment note.

NORMAL Use this form field type to display ordinary text.

- Example: *SELECT Patient.TextComment FROM Patient*
- Possible Result: That is my comment!

DATE Conversion to Date format depends on the Windows configuration.

- Example: *SELECT Patient.PatientDateOfBirth FROM Patient*
- Possible Result: 6/23/2002

DATETIME Conversion to Date and Time format depends on Windows configuration.

- Example: *SELECT Child.DeliveryTS FROM Child*
- Possible Result: 6/24/2004 8:58:18:AM

DUAL-STATE

Database result	Displayed in the report as:
T	☑
Other values	☐

- Example: *SELECT (CASE Pregnancy.GABaseIndex WHEN 0 THEN 'T' ELSE 'F' END) FROM Pregnancy*
- Possible Result: ☑

TRINORM

Database result	Displayed in the report as:
F (false)	☐
T (true)	☑
Other values	?

– Example: *SELECT Child.Liveborn FROM Child*

– Possible Result: ?

TRISTATE

Database result	Displayed in the report as:
F (false)	-
T (true)	+
Other values	?

– Example: *SELECT Screening.Status FROM Screening*

– Possible Result: +

QUAD-STATE

Database result	Displayed in the report as:
F (false)	-
T (true)	+
S (observe)	O
Other values	?

– Example: *SELECT Status FROM CaseCategory*

– Possible Result: +

ASSESS-MENT

Database result	Displayed in the report as:
F (false)	-
T (true)	+
S (observe)	O
Other values	☑

– Example: *SELECT Status FROM NotesCategory*

– Possible Result: +

TABLE

A new table is created with default column names. Column names could be renamed and formatted. Autodetection determines the form field type of each column. You can assign the form field type manually if autodetection fails, or another form field type is needed (see “Autodetection” on page 46). Do not mix fonts within one table cell.

– Example: SELECT Patientname_Last, Patientname_First FROM Patient
– Possible Result

Lastname	Firstname
Miller	Susanne

If you have appropriate SQL knowledge, you can delete columns, or change the column order, after the factory provided form field is inserted into the customized document.

DTABLE Functions in the same way as 'TABLE', but the complete table is deleted if the SQL statement returns no result (ie, if the table is empty).

TBL-GROUP Use this data type to display hierarchical data. One table is created for each item of the first data hierarchy. Default column names and the table header can be renamed and formatted. Autodetection determines the form field type of each column and each table attribute. Determinate form field type manually if Autodetection failed or another form field type is needed (see section Autodetection below). Do not mix fonts within one table cell.

The SQL statement must have the following format:

SELECT Data1, ... Data_n,

GROUP BY A, TableParaA1, [TableParaA2, ... TableParaAm,]

[GROUP BY B, TableParaB1, [TableParaB2, ... TableParaBm,]]

[GROUP BY C, TableParaC1, [TableParaC2, … TableParaCm,]]

'GROUP BY A[, GROUP BY B[, GROUP BY C]]'

FROM ...

Data1, …Data n: - Data is displayed in table columns.

GROUP BY X: - Hierarchy column. Data is grouped by that column.

TableParaX1: - Name of the items of the corresponding hierarchies.

TableParaX2, …TableParaXm: Additional data of the hierarchies are displayed in separated table rows (Optional).

'GROUP BY X' - String expression of hierarchy column numbers. Begin with the first hierarchy.

– Example: *SELECT*

NI.Status, NI.Name,

Notes.NoteHandle, N.Name, N.Status AS TRISTATE, Notes.DisplayTS,

N.TextComment,

NC.NotesCatID, NC.Name, '

3, 8'

FROM (NotesItem AS NI KEY JOIN NotesCategory AS NC) JOIN (NotesCategory AS N

KEY JOIN Notes) ON NC.ParentNotesCatID = N.NotesCatID

Possible Result:

Hygiene Assessment

Status	Date	**Comment**
-	11.05.2004 12:00:00	
Shower		
Status	Name	
☐	self	
☐	assist	

Skin Assessment

Status	Date	Comment
?	29.009.2004 12:30:00	
Temperature		
Status	Name	
☐	warm	
☐	cold	

DTBL-GROUP The table is displayed providing there is at least one entry. If there is no entry, the table is not displayed in the report. It has the same function as 'TBLGROUP, but the table is deleted when SQL statement returns no result.

Autodetection

Autodetection automatically determines the type of form field type in tables. If autodetection fails, or anther form field type is required, you can assign the form field type manually. Choose between NORMAL, DATE, DATETIME, TRISTATE, TRINORM, DUALSTATE or ASSESSMENT.

Examples:

SELECT Patient.TextComment AS NORMAL FROM Patient

SELECT Patientname_Last AS NORMAL1, Patientname_First AS NORMAL2 FROM Patient

SELECT Patient.PatientDateOfBirth AS DATE1 FROM Patient

SQL alias names in the statement must be unique.

Available Views

See "Available Views" on page 57.

Available Functions

See "Functions You Can Use in SQL Statements" on page 59.

Troubleshooting

Problem	Cause	Solution
When I try to make a new template, the system can't find the pre-defined OB TraceVue templates.	The templates aren't installed correctly.	Check that you have a directory called \\<server>\\OBTVTemplates\Word and Excel. Make sure that this directory has subdirectories called "Manual" and "Auto". Check that these sub directories contain the pre-defined templates. If not, refer to the Installation and Service Guide.
	The templates that were in the directory have been erased.	Restore your templates from your back up. Copy them from your backup into the appropriate automatic or manual directory.
	The customer templates directory is empty.	Copy the factory templates into the customer templates directories.
The system won't let me save my template changes.	You do not have the correct permission to save changes to these files.	Log in as OBTV Administrator.
Printout has unfilled gray boxes	You cut and pasted a form field within the template. This is not allowed.	Insert a data element using the Data Insertion Tool each time you want it to appear in the body of the template.
	You added a form field to a Word document.	Make sure you edit a template, not a document.
Form fields in my header/ footer don't get filled in	The form field in the header/footer is not correctly linked to the body of the template.	Cross reference the position in the header/ footer where you want the element to appear to the corresponding data element in the body of the document using the bookmark cross reference. See "Inserting Items in a Header" on page 39.
I created a template but it doesn't show in the list	Saved in wrong place.	Make sure its in the correct directory. See "When you save a new template in the template directory, OB TraceVue automatically makes sure that it appears in the list of available documents. This list is alphabetical. To force your template to appear elsewhere in the list (for example, so that your most frequently used templates appear towards the top of the list), you need to add a sort criteria such as starting the name with a number." on page 36.
I'm sure I cross referenced the data element in header but it doesn't show up in my document on screen.	You've done nothing wrong.	It will show up as soon as you press "Print" or "Print Preview".

Problem	Cause	Solution
The is missing or doesn't work	The macro security level is set incorrectly for OB TraceVue's Word or Excel macros.	Check the security setting of your macros. See "Setting Macro Security" on page 35.
When printing a document, data is exported but Word is not opened or the document is not printed.	Word encountered a problem during printing or when trying to open the document.	Minimize OB TraceVue and then move the print dialog so you can check behind it, acknowledge and rectify the error.
The print message dialog is fixed on the screen and won't go away.	There is probably an unacknowledged error message box in the background, hidden behind the Print dialog box, or OB TraceVue itself.	
"Server busy" error message might appear, or the system will not react to your inputs.		
A message box appears saying that one of the following files are missing: TVMacros.dot MessageCatalog Macrosstarter2.xla Template directory	Some files are missing or not in their correct location.	All files must be properly installed in correct location according to the instructions in Installation and Service Manual. Run the update script for the customized templates according to instructions in the Installation and Service Manual.
OB TraceVue could not start after customizing templates. File permissions are denied, even though you have Administrator rights.	There are still some open net sessions.	Reboot the PC where the problem occurs and ensure that Explorer is closed.

System Interface

An interface to the Word template macros lets other applications initiate printing. These templates can be started with the latest, or retrieved, episodes. Closed episodes must be less than 48 hours old; after this time short term notes information is removed automatically from the external database and is no longer available for querying.

Using Report.vbs

Copy <CD ROM>:\TraceVue\tools\Report.vbs tp \\<internal server>\OBTVTemplates from the server CD ROM. Open command prompt and navigate to \\<internal server>\OBTVTemplates.

Start Report .vbs in the command prompt. Use Report name, SubcaseID, Username, User password and Time Range as parameters.

Report.vbs "ReportName" "SubcaseID" "OBTVUsername" "User password" <"StartTimeRange" "EndRimeRange">

The following are prerequisites:

- The report name must exist in C:\Tv2_Templates\customer\maternal||newborn\word\auto||manual on the internal server.
- You must use the external database function ConvertToLongGuide() to get the SubcaseID in the long format.
- Values for the time ranges bust have the format: YYYYMMDDHHMM because some templates evaluate the time range for the Notes Form Fields.

Examples

The following example opens the Antepartum.dot. Subcase data “SCID” is used:

Reports.vbs “\\<server>\OBTVTemplates\customer\word\manual\maternal\Antepartym” “SCID” “OBTVSuperUser” “UserPassword”

This example opens FCAssessByTime.dot Subcase data “SCID” is used:

Reports.vbs “\\<server>\OBTVTemplates\customer\word\manual\maternal\FCAssessByTime” “SCID” “OBTVSuperUser” “UserPassword “20000101000” “200212310000”

Recustomizing Templates

When new templates are installed, typically during an application software upgrade, it is the customer’s responsibility to manually update the SQL statements of customized queries.

After upgrading, the customer should also verify that any customization previously made to template paragraph styles, character styles, formatting and so forth is preserved, and reapply it if necessary.

5

Configuring Statistics and Logs

This chapter looks at the predefined statistics and logs compiled in Microsoft Excel. If you understand how to access the external database and use SQL, you can write your own queries to produce customized logs and statistics. This chapter does not tell you how to create your own SQL queries.

Data Export

Data is exported to the external database on a regular basis. A new export is started 30 seconds after the previous export cycle has finished. Data export and access to the external database is described in detail in the Integration Guide. Read this section before attempting to design your own SQL queries.

About Excel Templates

Creating, testing and distributing new templates is described in detail in “Understanding Templates” on page 34. These principles apply to Excel templates too.

An Excel template has the file extension .xlt. To use the predefined templates as the basis for your customization, first copy the templates into the customer directory as described in “Use the following technique to create, or customize, a template.” on page 35. Although the example uses Word, the technique is the same for Excel (use Excel in the directory path instead of Word). Unlike in Word, there are no blank Excel templates available.

You must log in as a Windows Administrator, using the administration password, to make changes to Excel templates.

The Excel template for each statistic or log consists of two pages. The first sheet (for example, Admission Log) determines how the results are displayed. The second (Queries) specifies the name of the query or queries that comprise the log or statistic. These queries are accessed at the SQLedit.xls Statistic Queries (Factory) workbook, or from the Statistic Queries (Customized) if you have created your own queries.

Predefined Statistics and Logs

OB TraceVue offers the following predefined statistics and logs. The file **`\\<server>\OBTVTemplates\code\SQLedit.xls`** describes the queries and templates behind the logs and statistics.

☑ This symbol indicates that the statistic/log uses the evaluation time range from the Printing Module; printing from the auto folder is possible if required.

Statistics/Logs	**Uses Excel dialog to enter evaluation range**	**Comments**
STATISCTICS		
Obstetric Statistics.xlt	☑	
Regular Admin Statistics.xlt	☑	
Yearly Admin Statistics.xlt	Year evaluation dialog	
LOGS		
Admission log.xlt	☑	
ChalkboardM.xlt		
ChalkboardN.xlt		Requires newborn charting option
Discharge Log.xlt	☑	
Delivery Log.xlt	☑	
Fetal Death Log.xlt	☑	
Labor&Delivery Log.xlt	☑	
Live Birth Log.xlt	☑	
Newborn Creation Log.xlt	☑	Requires newborn charting option
Nursery Admission Log.xlt	☑	Requires newborn charting option
Nursery Discharge Log.xlt	☑	Requires newborn charting option
Open Cases 12 Month.xlt	☑	
Open Pregnancies.xlt	GA evaluation dialog	
Patient Creation Log.xlt	☑	
Perinatal Death Log.xlt	☑	
Providers Log.xlt	☑	
Scheduled Log.xlt	☑	
Stillborn Log.xlt	☑	
SystemAuditTrail.xlt	System Audit Trail dialog	Only data from C:\TV2\usesraccessaudit\audit.csv is used. SystemAuditTrail is accessible in the printing module, in the category “statistics”.
Transfer Log.xlt	☑	
Undelivered Log.xlt	☑	
Zip Log.xlt	Zip evaluation dialog	

Customization Not Requiring SQL Knowledge

Some customization does not require in depth SQL knowledge. This customization is made at the queries worksheet for each template.

Modifying Constant Values in the Query Parameter

You can change constant values in the SQL statement. Adapt the cells in the column “Parameter” on the query sheet to modify queries. For example, if you have defined your own delivery sites, using the value table editor, you need to add these into the delivery site item otherwise they will not be counted in the query.

When writing queries, text must be embedded between single quotation marks; for example ‘PatientRace’. However numbers must not be embedded between single quotation marks.

Item	Result	Query-	Parameter
Delivery Site			
My customized site		#DeliverySiteX	'My customized site'
LDR		#DeliverySiteX	'LDR'
LDRP		#DeliverySiteX	'LDRP'
Delivery room		#DeliverySiteX	'Delivery room'

Specifying the Sort Order of Data in Logs

When writing your own queries, you must specify the order by which data in columns is sorted.

1 At the query worksheet, go to cell B2.

2 Enter the column number(s) by which you want to sort, separating them using a comma.

	A	B	C	D
1	Query-Name	Sort By Cols	Parameter	Start filling at Row , Column
2	PatientCreationLog	1,2		
3				
4				

Changing the Start Position

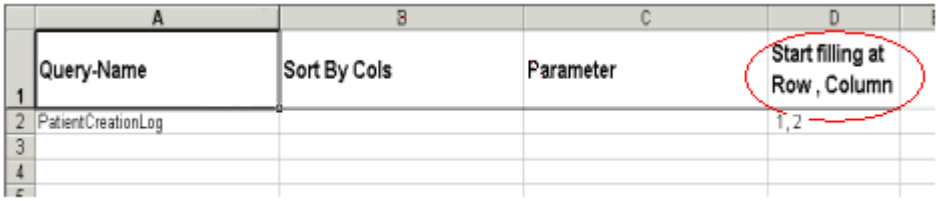
You can change the row and column in which the query result is displayed (the “start” position).

1 In the query worksheet, go to cell D1 (Start filling at Row, Column).

2 Enter the row number where you want to display the result. (for example **1**)

3 Enter a comma. (for example **1,**)

4 Enter the column number where you want to display the result. (for example **1,2**)



	A	B	C	D
1	Query-Name	Sort By Cols	Parameter	Start filling at Row , Column
2	PatientCreationLog			1,2
3				
4				

Varying the Cell Position of the Date Phrase

The cell position of the datephrase is not fixed on cells D4/D5. You can cut and paste the Datephrase anywhere you want within the template.

Varying the Display Order of Columns

To change the order in which the columns display in the logs:

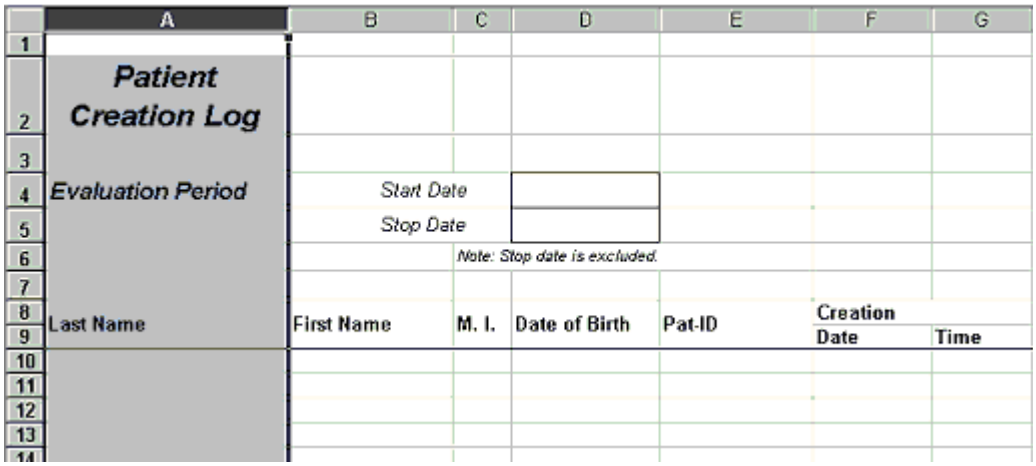
1 Within the template you want to change, unmerge cells in the column.

2 Cut the column.

3 Paste the column to its new location.

4 Remerge the cells.

This is not available for the queries you write yourself, or if you change the start position as described in "Changing the Start Position" on page 53.



	A	B	C	D	E	F	G
1							
2	*Patient Creation Log*						
3							
4	*Evaluation Period*	*Start Date*					
5		*Stop Date*					
6		*Note: Stop date is excluded.*					
7							
8						Creation	
9	Last Name	First Name	M. I.	Date of Birth	Pat-ID	Date	Time
10							
11							
12							
13							
14							

Changing the Time Format

You may use standard Excel techniques to change the time shown on your logs statistics from the default HHMM to your preferred display.

1 Select the column header (to change all time displays in that column) or the cell (to just change an individual cell) which displays the time.

2 **`Right click -> Format Cells`**

3 Select Category "**`Time`**" and then click your preferred display format.

Customization Requiring SQL Knowledge (Creating New Queries)

You can use the predefined queries from the **`Statistics Queries (Factory)`** worksheet as the basis for your customization by cutting and pasting the queries to the statistics queries (customized) worksheet and adapting them there. Alternatively, you can create entirely new queries.

To begin your customization, use the file **`\\<server>\OBTVTemplates\code\SQLedit.xls`**.

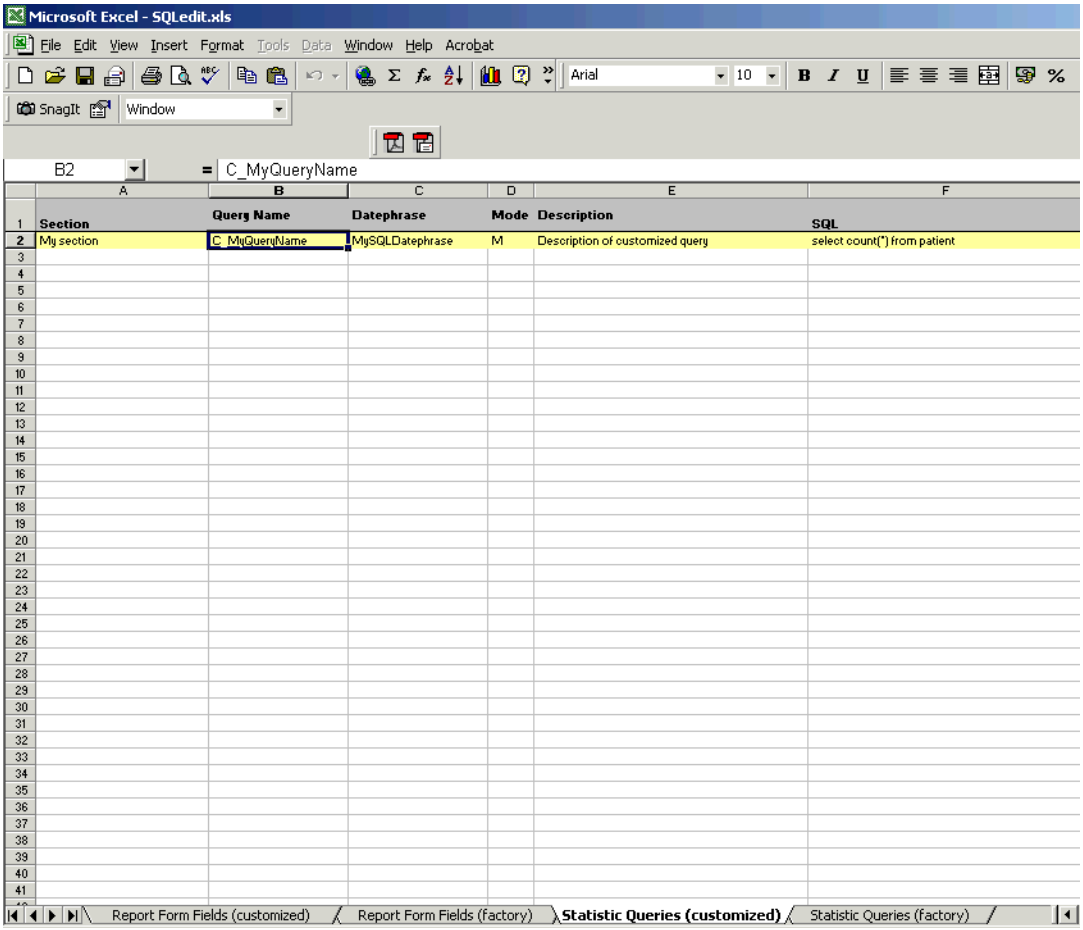
Figure 1 Factory defined queries

SQLedit.xls

	A	B	C	D	E	
1	Section	Query Name	Datephrase	Mode	Description	SQL
2	### Revision ###				TraceVue Rev. D.01, Package Rev. 1	
3	#### ##########	##########	##########		#### Log Queries ##########	#####
4	Admission	AdmissionLog	AD.AdmissionTS	M	Log of admissions is generated. □Supported fielc	SELE
5	Chalkboard	ChalkboardM	void	M	Log of maternal Chalkboard entries is generated.	SELE
6	Chalkboard	ChalkboardN	void	N	Log of newborn Chalkboard entries is generated.	SELE
7	Delivery	DeliveryLogXY	DelTS	M	Log of deliveries is generated. □Supported fields:	SELE
8	Discharge	DischargeLog	DCDATE	M	Log of discharges is generated. □Supported field	SELE
9	Delivery	FetalDeathLog	CH.NewbornDeathTS	M	Log of fetal death is generated. "Antepartum" is ch	SELE
10	Delivery	Labor&DeliveryLogXY	DelTS	M	Log of labor and deliveries is generated. □Suppor	SELE
11	Delivery	LiveBirthLogXY	DelTS	M	Log of live birth is generated. "Yes" is choosen in	SELE
12	Pregnancy	OpenCases12MonthLog	void	M	Log file of open cases >= 12 month is generated.	SELE
13	Pregnancy	OpenPregnanciesLog	PregDaysUNow	M	Log of open pregnancies is generated. □Support	SELE
14	Demographics	PatientCreationLog	EpisodeMaternal.Create	M	Log of created patients is generated. □Supportec	SELE
15	Delivery	PerinatalDeathLog	CH.NewbornDeathTS	M	Log of perinatal death is generated. □Either F	SELE
16	Delivery	ProvidersLog	CH.DeliveryTS	M	Log of providers is generated. □Supported fields	SELE
17	Discharge	ScheduledLog	RC.NextAppDate	M	Log of scheduled patients is generated. □Suppor	SELE
18	Delivery	StillbornLog	CH.DeliveryTS	M	Log of stillborns is generated. 'No' is choosen in t	SELE
19	Transfer	TransferLog	N.DisplayTS	M	Log of transfered patients is generated. □Support	SELE
20	Delivery	UndeliveredLog	DCDate	M	Log of undelivered and discharged patients is ger	SELE
21	#### ##########	##########	##########		#### Count Queries ##########	#####
22	# Admission					
23	Admission	#AdmissionTotal	Admission.AdmissionTS	M	Admissions of all episodes are added up.□'Admi	SELE
24	# Aneshtesia					
25	Anesthesia	#AnesthesiaX	Child.DeliveryTS	M	Primary and secondary anesthesia selection '<P:	SELE
26	Anesthesia	#AnesthesiaNotSpecifiec	Child.DeliveryTS	M	Empty primary anesthesia are added up. □At lea	SELE
27	# Delivery					

Report Form Fields (customized) / Report Form Fields (factory) / Statistic Queries (customized) / **Statistic Queries (factory)** /

Figure 2 Worksheet for your customized queries



Each of your customized statistics queries requires a Query-Name, which you must reference in the column “Query-Name” on the Statistics Queries (Customized) sheet. For logs, the query name must appear in cell A2.

Supported Fields

SQLedit.xls supports the following fields:

- **`Section`** - the name of the OB TraceVue area to which the query belongs, for example if the query counts admissions, you might enter “admissions” in this column.
- **`Query Name`** - the unique name of the query, up to 50 characters. It must start with C_ (which indicates a customer-defined query). It must not contain commas, white space and so forth.
- **`Mode`** - choose this from the drop down box. Choose from
  - M: query is designed for maternal mode only
  - N: query is designed for newborn mode only
  - M+N: query is designed for both maternal and newborn mode
- **`Datephrase`** - see “SQL Parsing” on page 58.
- **`Description`** - enter a textual description of your customized query.
- **`SQL`** - see SQL parsing.

SQLedit.xls treats the data as a list of records. You can insert and delete rows. But you cannot insert individual cells. Empty cells are not permitted in a record. Declare comment lines using "#" in the Section column.

You are advised in your queries not to use episodes that are due to be automatically purged from the external database in your queries. These episodes are identifiable from their sub-case state:

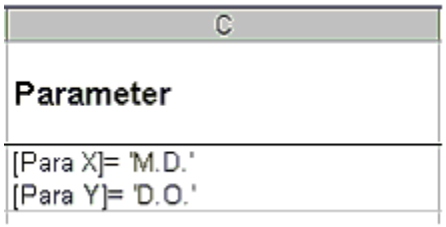
```
Subcase.SubcaseStateID = 'D' (delete)
```

Available Views

The following views are available:

View	Comment
EpisodeMaternal	Evaluates all maternal episodes, including open episodes.
EpisodeNewborn	Evaluates all newborn episodes, including open episodes.
LastEpiOfPregMaternal	Evaluates the latest maternal episode, which can still be open.
LastEpiOfPregNewborn	Evaluates the latest newborn episode, which can still be open.
NewbornByMother	Use this view to get the latest subcase ID of newborn patients to a specific maternal pregnancy. More than one newborn subcase can match to one maternal subcase. View columns: NBSCID, ChildID, MatSCID. Example (returns the mother's name, last name and delivery site of each newborn patient. Data of mother "Miller" open pregnancy is used): SELECT PM.PatientName_last MotherName, PN.PatientName_last NewbornName, CH.DeliverySite FROM Patient PM key join MedicalCase MM key join Child CH key join Subcase SM join NewbornByMother NM on (NM.ChildID = CH.ChildID), Patient PN key join MedicalCase MN key join Subcase SN join NewbornByMother NM on (NM.NBSCID = SN.SubcaseID) WHERE SM.SubcaseID = (SELECT SubcaseID FROM LastEpiOfPregMaternal WHERE LastEpiOfPreg = 'T' and CaseStateID = 'O' and PatientName_Last = 'Miller') ORDER BY CH.SeqNumber; Note: Use function 'GetMaternalSCID()' for inverse functionality.

SQL Parsing

Keywords	Comments	Example
MSLIKE	Specifies one item in the multi-selection dialog	*SELECT COUNT(*) FROM Anesthesia WHERE Anesthesia.AnestheticType "MSLIKE" 'MAC'*
CMSLIKE	Specifies items in multi-selection dialog	*SELECT COUNT(*) FROM NewbornCesDelivery WHERE NewbornCesDelivery.Indication "CMSLIKE" 'Fetal distress'*
ISMSEMPTY	Specifies empty multi-selection dialogs	*SELECT COUNT(*) FROM Anesthesia WHERE Anesthesia.AnestheticType "ISMSEMPTY" AND "Date-phrase"*
ISCMSEMPTY	Specifies empty multi-selection dialogs	*SELECT COUNT(*) FROM NewbornCesDelivery WHERE NewbornCesDelivery.Indication "ISCMSEMPTY"*
Date-phrase	Specifies evaluation range. Used in the column "Datephrase". Use "Void" for query names assigned to NoDateLogs, for example OpenCases12MonthLog.	
[Parameter] This is case sensitive	Declare parameters in the column "Parameter" on the query sheet. Initialize them using the following format **`[Parameter]=Value`** They are normally used as constant values in the WHERE clause of SQL statements. Each parameter must also exist in the SQL statement. If no parameter is declared, the default parameter [Para X] is used.	Parameter initialization:  *SELECT Username FROM DelAttendance WHERE Category = [Para X] OR Category = [Para Y]* will be parsed to: *SELECT Username FROM DelAttendance WHERE Category = 'M.D.' OR Category = 'D.O.'*

Functions You Can Use in SQL Statements

Category	Function	Parameter	Comment
Common	TimeDiff (in ts1 timestamp, in ts2 timestamp)	e.g. 1. Child.LastMembraneStatusTime 2. Child.DeliveryTS	Difference between timestamps in hours, minutes. Example (retrieves duration between rupture of membranes and delivery time stamp of all newborns): SELECT TimeDiff (Child.LastMembraneStatusTime, Child.DeliveryTS) FROM Child
Common	GainPerCent (in in1 integer, in in2 integer)	e.g. 1. NewBorn.DeliveryWeight 2. Record.Weight	Difference between parameters in %. Example (retrieves discharge weight gain in % compared with delivery weight of all newborns): SELECT GainPerCent (NB.DeliveryWeight, RC.Weight) FROM SubcaseRecord SR KEY JOIN Record RC KEY JOIN MedicalCase KEY JOIN Newborn NB WHERE RC.RecordTypeID = 'C'
Common	divFormat (in Att integer,in Div integer,in Separator char(1))	e.g. 1. APTest.GA 2. 7 3. '/'	Formats a string expression.
Common	GetMaternalSCID (in NbSCID T_UUID)	e.g. Subcase.SubcaseID	Function returns the latest maternal subcase ID of the pregnancy that belongs to a specific newborn patient. If the newborn patient belongs to a previous pregnancy, the latest maternal subcase of this previous pregnancy must be retrieved. Function returns the subcase ID of this retrieved maternal subcase (otherwise NULL is returned). Example (returns the maternal last name of newborn patient "MillerJunior"): SELECT P.PatientName_Last MotherLastName FROM Patient P key join MedicalCase key join Subcase WHERE SubcaseID = GetMaternalSCID ((SELECT SubcaseID FROM LastEpiOfPregNewborn WHERE PatientName_Last = 'MillerJunior')); Note: Use view 'NewbornByMother' for inverse functionality

Category	Function	Parameter	Comment
Common	GetMaternalChildID (in NbSCID T_UUID)	e.g. Subcase.SubcaseID	Function returns the child ID of a specific newborn patient. Function use always the data of the database tree structure (even when the maternal subcase is retrieved). Do not join to patient related tables because they may contain newer data. Example (returns the delivery type of newborn patient “MillerJunior”): SELECT DT.Name DeliveryType FROM Child CH key join DeliveryType DT WHERE CH.ChildID = GetMaternalChildID ((SELECT SubcaseID FROM LastEpiOfPregNewborn WHERE PatientName_Last = 'MillerJunior')); Note: Be careful when function ‘GetMaternalSCID ()’ is used in the same query.
Discharge / Postpartum	DischargeTS (in RCID T_UUID, in MCID T_UUID)	1. Record.RecordID 2. MedicalCase.MedicalCaseID	Date and time of Discharge.
	DischargeFolUpDate (in RCID T_UUID, in MCID T_UUID)	1. Record.RecordID 2. MedicalCase.MedicalCaseID	Follow up date (Discharge page).
	DischargeLOSDays (in RCID T_UUID)	Record.RecordID	Length of stay (Discharge page).
	PPWeekDays (in RCID T_UUID)	Record.RecordID	Postpartum days / weeks.
Labor	Labor1StageDur (in MCID T_UUID)	MedicalCase.MedicalCaseID	Duration of first labor stage.
	Labor2StageDur (in CHID T_UUID)	Child.ChildID	Duration of second labor stage.
	Labor2StageDurT (in MCID T_UUID)	MedicalCase.MedicalCaseID	Total duration of second labor stage.
	Labor3StageDur (in CHID T_UUID)	Child.ChildID	Duration of third labor stage.
	Labor3StageDurTot (in MCID T_UUID)	MedicalCase.MedicalCaseID	Total duration of third labor stage.
	LaborDurTot (in MCID T_UUID)	MedicalCase.MedicalCaseID	Total labor duration.

Category	Function	Parameter	Comment
Newborn	SexChild (in CHID T_UUID)	Child.ChildID	Newborn gender.
	ApgarChild (in CHID T_UUID)	Child.ChildID	Apgar score.
	NewbornAgeDays(in DoB timestamp, in refDate timestamp)	e.g. 1. Patient.PatientDateOfBirth 2. Record.EntryDate	Newborn age in days.
	NewbornAgeHours (in DoB timestamp, in refDate timestamp)	e.g. 1. Patient.PatientDateOfBirth 2. Record.EntryDate	Newborn age in hours (refers to NewbornAgeDays).
Patient	APTestBBP (in Breathing integer, in Tone integer, in FluidVol integer, in Activity integer, in TestResultID char(1))	1. APTest.Breathing 2. APTest.Tone 3. APTest.FluidVol 4. APTest.Activity 5. APTest.TestResultID	Calculates biophysical profile.
	MaternalAge (in DoB timestamp, in refDate timestamp)	e.g. 1. Patient.PatientDateOfBirth 2. Subcase.EndTS	Patient age.
	CurrentMaternalWeight (in SCID T_UUID)	Subcase.SubcaseID	Current patient weight (Examination page).
	PatName (in LastName T_PATNAMELAST, in FirstName char(30), in AliasName T_PATNAMELAST_N)	1. Patient.PatientName_Last, 2. Patient.PatientName_First, 3. Patient.PatientName_Alias	Patient name (alias name is returned instead of last name, surname).
	RecordWghtGain (in RECID T_UUID)	Record.RecordID	Record weight gain (Prenatal Visit, Postpartum Visit).
	BP (in Sys integer, in Dia integer)	1. Record.PBSys 2. Record.BPDia	Blood pressure.

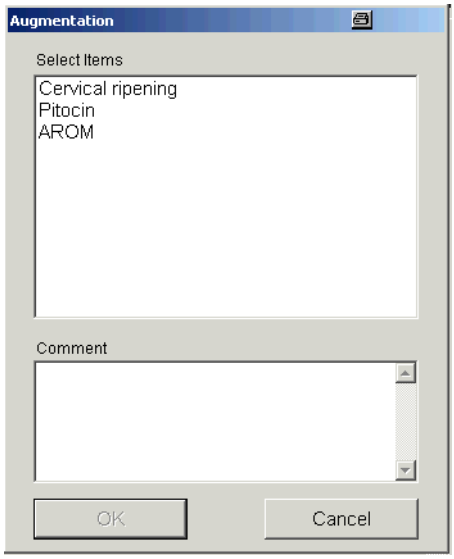
Category	Function	Parameter	Comment
Pregnancy	CurrentGA (in FrozenGA integer, in CorrectedGA integer, in CorrectedGADate T_Date, in EpiEndTS timestamp)	1. Pregnancy.FixGA 2. Pregnancy.CorrectedGA 3. Pregnancy.CorrectedGADate, 4. Subcase.EndTS	Current GA.
	CurrentGADate (in FrozenGA integer, in IP3 timestamp, in EpiEndTS timestamp)	1. Pregnancy.FixGA 2. MedicalPhase.BeginTS 3. Subcase.EndTS	Date of current GA.
	EddUSExam (in US_ExamDate timestamp, in US_GA integer)	1. Pregnancy.US_ExamDate 2. Pregnancy.US_GA	EDD based on Ultrasound.
	EddLMP (in LMP timestamp)	Pregnancy.LMP	EDD based on LMP.
	EddXfer (in EmbryoTransferDate timestamp)	Pregnancy.EmbryoTransferDate	EDD based on Embryo Transfer.
	GaLMP (in LMP timestamp, in FrozenGA integer, in EpiEndTS timestamp)	1. Pregnancy.LMP 2. Pregnancy.FixGA 3. Subcase.EndTS	GA based on LMP.
	GaXfer (in EmbryoTransferDate timestamp, in FrozenGA integer, in EpiEndTS timestamp)	1. Pregnancy.EmbryoTransferDate 2. Pregnancy.FixGA 3. Subcase.EndTS	GA based on Embryo Transfer.
Unit conversions	convertGr2LbOz10 (in Gr integer)	e.g. Child.NewbornWeight	Converts gram to lb+oz+1/10oz.
	convertCm2FtIn (in Cm integer)	e.g. Patient.Height	Converts cm to ft + in.
	convertMm2In (in mm integer)	e.g. Measure.ValueNum	Converts mm to inch.
	addLbOz2Gr (in Gr integer)	e.g. Child.NewbornWeight	Lb+oz is added to grams.
	convertGr2Kg (in Gr integer)	e.g. Pregnancy.PrePregWeight	Converts g to kg.
	convertGr2KgLb (in Gr integer)	e.g. Pregnancy.PrePregWeight	Converts g to kg and lb.
	convertGr2Lb (in Gr integer)	e.g. Pregnancy.PrePregWeight	Converts g to lb.
	convertGr2LbOz (in Gr integer)	e.g. Child.NewbornWeight	Converts g to lb+oz.

Updating the SQL in Excel Templates Manually

If you are upgrading from any previous software version, and have customized your statistics, to preserve your customization you must manually update the SQL statements on each statistical query sheet. The templates themselves are updated according to the instructions in the Installation and Service Manual.

CAUTION It is the customer's responsibility to update customized SQL statements.

Updating Operators



In multiselection dialogs, such as this one, where previously you used a "LIKE" operator you must now use either MSLIKE or CMSLIKE. In multiselection dialogs where you used an "IS NULL" operator, you must now use MSEMPTY or CMSEMPTY. The list below indicates the multiselection boxes that require you to use CMSLIKE or CMSEMPTY. For all others, you should use MSLIKE or MSEMPTY, as appropriate.

- Labor page -> Labor induction multi selection box.
- Labor page -> Augmentation.
- Delivery page (Newborn) -> Indication for CS.
- Delivery page (Newborn) -> Resuscitation.
- Delivery page (Newborn) -> Newborn Examination.
- Delivery page (Newborn) -> Placenta.

Renaming Views (for Systems with Newborn option)

From OB TraceVue software revision D.01.00 onwards, some views are divided into maternal and newborn.You must rename this view in your SQL statement.

1. Rename LastEpiOfPreg to LastEpiOfPregMaternal
2. Rename LastEpiOfPregAll to LastEpiOfPregMaternal
3. Rename Episode to EpisodeMaternal
4. Rename EpisodeAll to EpisodeMaternal

Database Model Changes for D.01 and Later Revisions

With the new database model (see database dictionary M1381-9360B) the fields OrgSubCaseID, OrgMedicalCaseID, and OrgPatientID are no longer available.

In your query, replace:

- OrgMedicalCaseID with MedicalCaseID.
- OrgPatientID with PatientID.

After making these changes, you must verify the SQL query is still working.

Discharge Date and Return Appointment Date

Use the external database function DischargeTS () to return discharge timestamp entered in the:

- Discharge page (OB TraceVue revision D.00.00 and later).
- Discharge Summary page (OB TraceVue revision C.01.01 and earlier).

Use the external database function DischargeFolUpDate () to return the date entered in the:

- Follow Up Date field of the Discharge page (OB TraceVue revision D.00.00 and later).
- Return Appointment field of the Discharge Summary page (OB TraceVue revision C.01.01 and earlier).

Recustomizing Templates

When new templates are installed, typically during an application software upgrade, it is the customer's responsibility to manually update the SQL statements of customized queries.

After upgrading, the customer should also verify that any customization previously made to template paragraph styles, character styles, formatting and so forth is preserved, and reapply it if necessary.

6

Pre-programming a Time Change

You can preprogram a server time change using the “at” utility. The time change is automatically distributed to all client PCs and fetal monitors. However, it is recommended that you use the system time setting command, described in the System Configuration section of the Instructions for Use.

Setting the Time

1 Select Programs -> Accessories -> Command Prompt.

2 Start the MS-DOS Command Prompt as **`Administrator`**.

If you are not currently logged in as an administrator, right click+Shift, select 'Run As...' and then run the command as an administrator.

3 Enter this command to program the next daylight saving time:

`at xx:xx /next:yy CMD /c time zz:zz`

where

– xx:xx is the time in hh:mm at which you want the change to occur (such as 02:00).

– yy is the day when the change should take place. For example, if you are using the “at” utility on the first day of the month, but want the change to occur on the 28th day of that month, then you should specify yy as 28. You can set this up to 30 days in advance.

– zz:zz is the new time that should be adopted by the server and distributed to the clients (for example 03:00).

For example **`at 09:42 /next:21 cmd /c time 08:42`**

CAUTION Ensure that no one makes a manual time change at the same time as your “at” will be executed. **NEVER** change the current local time zone on the server, or use any other Windows time change tools to adjust the server clock.

7

OB TraceVue Shell

The OB TraceVue shell is used at bedside PCs to prevent unauthorized access to other, non-OB TraceVue software. It replaces the normal Windows NT shell, thereby restricting access to normal Windows NT features. When the shell is installed only OB TraceVue may be started on the PC without special permission. The shell settings for each PC should be determined during the original OB TraceVue setup process. Use these instructions if you need to change an individual PC's shell setting or access an explorer window from a PC with shell enabled.

When the shell is installed on a PC you can:

- Start OB TraceVue
- Start OB TraceVue setup (password required)
- Start an explorer window for service (password required)
- Disable the shell (password required)

Switching on the OB TraceVue Shell

OB TraceVue cannot be running while you run the program to switch on the OB TraceVue shell. If it is running, shut down OB TraceVue on the PC before proceeding.

1 Select **OB TraceVue Setup** from the OB TraceVue support menu.

2 Enter the System Administrator password. Click **OK**.

3 Click **Next** on the Welcome screen.

4 Click **Next** on the screen showing the revision number of your OB TraceVue software.

5 After the existing installation has been found, select **Only Change Database Settings or System Settings**. Click **Next**.

6 On the `Configure System Settings` screen, select **Do not change system settings**. Click **Next**.

7 On the `PC Settings` screen, make sure that

– `Define OB TraceVue Shell Settings` **is** selected.

– All other settings **are not** selected.

Click **Next**.

8 Press **Next** to skip the Server IP address screen.

9 On the `Install OB TraceVue Shell` screen

– make sure that `Install OB TraceVue Shell` is selected.

– make sure that `Configure Autostart of OB TraceVue` is selected (this ensures that OB TraceVue starts automatically every time you reboot the PC). Click **`Next`**.

10 When the setup program has completed changing the settings, click on the `Finish` button.The system automatically shuts down and restarts the PC. You may see the Shell dialog briefly but do nothing, and after a few seconds OB TraceVue starts automatically.

Switching Off the OB TraceVue Shell

1 Iconize OB TraceVue.

2 At the same time, press down **`Ctrl + Shift + F1`**.

3 From the Shell-Setup menu of the OB TraceVue shell window, select **`Disable Shell`**.

4 Enter the OB TraceVue Shell Administrator Password in the password dialog box and click **`OK`**.

5 Restore OB TraceVue. At the next bootup, the shell is disabled.

Interrupting the Autostart

If you cannot stop OB TraceVue from autostarting as described in steps 1 to 3 in “Switching Off the OB TraceVue Shell”, you must:

1 Restart the PC.

2 When you see the Windows screen, press the Shift key and hold it down.

3 Keep it pressed until you are asked to press Ctrl+Alt+Del.

4 Release the Shift key while you press **`Ctrl+Alt+Del`**. Windows displays the Logon Information dialog.

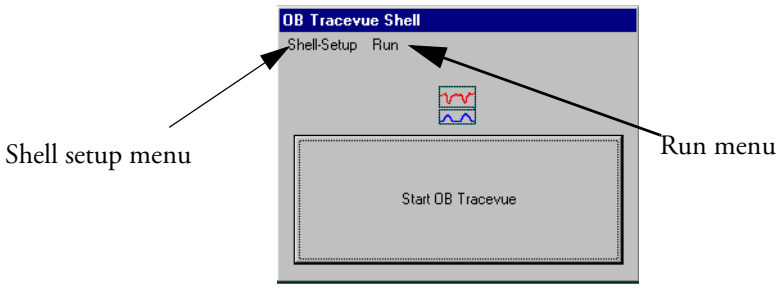
5 Log in as user, with the password “user”. DO NOT PRESS **OK** YET.

6 Press Shift again.

7 Now click **OK**. This interrupts the automatic booting of OB TraceVue. The system displays the OB TraceVue shell dialog, which remains on the screen, for you to use as described in “Using the Shell Dialog” on page 69.

Using the Shell Dialog

For support and service reasons, it may be necessary to start programs other than OB TraceVue whilst the shell is enabled. You do this from the Shell Dialog. To access this dialog, press down the three keys **`Ctrl + Shift`** + **`F1`** at the same time.



You can use the shell dialog to

- Disable Autostart of OB TraceVue
  When you select this from the Shell-Setup menu, OB TraceVue does not automatically restart after the next PC shutdown and reboot. The system waits at this dialog until you choose one of the menu commands or press Start OB TraceVue.
- Start Explorer
  When you select this from the Run menu, you can run Explorer.
- Start OB TraceVue setup
  When you select this from the Run menu you can run OB TraceVue setup.
- Start OB TraceVue manually after logging in to the operating system with “Autostart OB TraceVue” previous disabled from this dialog.
- Disable the use of the shell.

8

Patient Data Administration Tool

The Patient Data Administration Tool (Administration Tool) manages the patient, pregnancy, and episode records in the internal database. It is sometimes called the internal database admin tool. It is available at the internal server PC only. You require System Manager rights to use this tool. Corrections made using the Patient Data Administration Tool are not included in the Audit Trail. You cannot use this tool whilst archiving is in progress.

Managing the Internal Database

Use this tool to manage your internal database. Use it:

- to correct wrong patient entries or make modifications.
- after a training session, that is, after trainees have created “test patients” and you need to delete these “patients” from the database.
- to gain “responsibility” for a patient, when the responsibility (token) has been assigned to another server during record transfer in an OB TraceVue to OB TraceVue link, and the server is down or you are not able to get the responsibility back via the usual methods.
- to enable or disable a patient’s record if an I/O conflict occurs.
- to set or break the HIS link on a patient’s record.

Deleting Data

To delete patient data on the internal server database you must stop OB TraceVue running. The length of time the system will be unavailable depends on how many records for which you have to search and subsequently delete. The delete process may require some seconds per patient. After closing an episode, you must wait until archiving has occurred before you can delete an episode. This can take approximately 10 minutes. If you delete a patient by mistake, you can use the Retrieve from Optical tool (described in the Installation and Service Guide) to restore the data.

You cannot delete patient, current pregnancy, or newborn documentation data if an episode relating to that pregnancy/newborn is still open. However, you can delete an older pregnancy or newborn documentation even if a newer one still has an open episode.

When you erase patient data from the internal database you should also consider erasing the same data from the external database, using the External Database Administration Tool, otherwise your statistical data may be inaccurate.

Using the Administration Tool

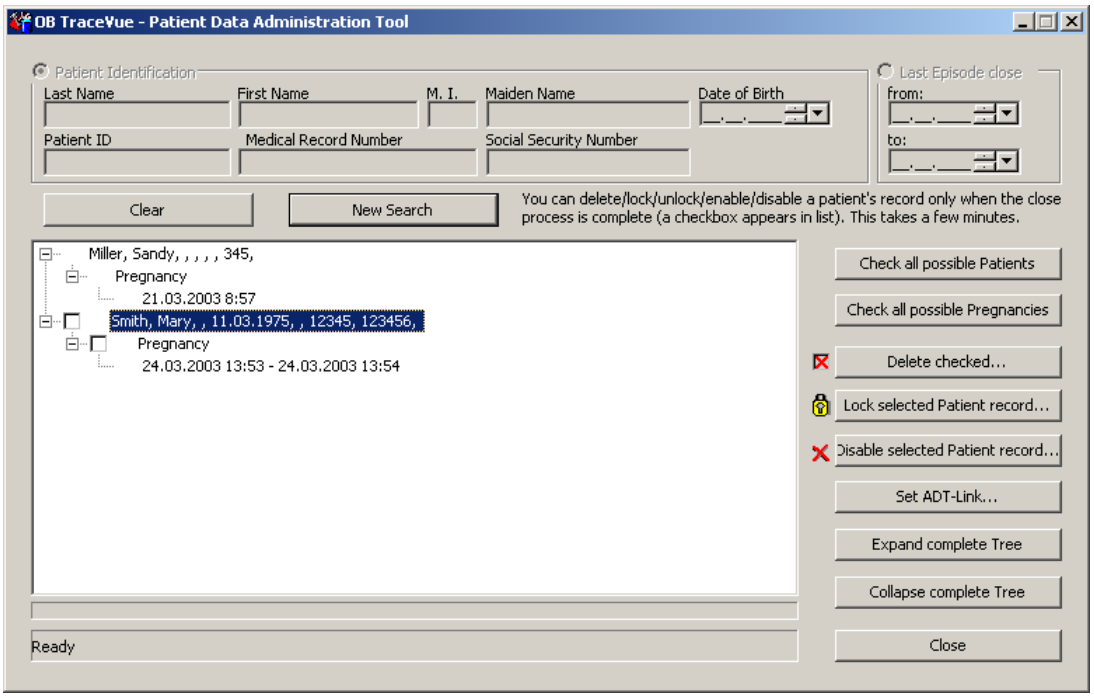
Use this tool to delete data from the internal database, and (rarely) to correct errors in record locking during patient data transfer from one OB TraceVue system to another.

If you plan to delete patient data you must use this tool offline (shutdown OB TraceVue at the internal server PC). To use any of the other features of this tool, you can use it online (with OB TraceVue running).

1 Shut down OB TraceVue if necessary.

2 Go to **`Start -> Programs -> TraceVue Support -> OBTV Administration Tool.`** The Admin Tool user name and password selection window is displayed.

3 Enter your name and your OB TraceVue log-in password. The Admin Tool main screen is displayed.



4 Search for the patient. You can click either:

- **`Last Episode Close`** and enter dates to select complete patient records that had at least one episode closed within the specified timeframe or
- **`Patient Identification`** and enter patient demographic data in the patient identification fields, for example, last name, first name.

5 Click **`New Search`**. A list of patients matching the selection criteria is displayed. Click on the'+' beside a patient's name to list her pregnancy records. Check the box ( ) beside the pregnancy records or patient records you want to select for deletion.

6 You can now select to:

Button	Action
Clear	Erases any existing selection criteria.
New Search	Use this to initiate a search for patient records matching the search criteria.
Check all possible Patients	Automatically selects (via the checkbox) all the patients available for deletion. This deletes all patient, pregnancy, episode and newborn data. The scrollable result box can contain up to 5000 patients, pregnancies and newborn cases. If your search results in more than 5000 records, you must repeat the search on the remaining records.
Check all possible Pregnancies	Automatically selects (via the checkbox) all pregnancies available for deletion. This deletes all pregnancy, episode and newborn data belonging to the selected patient(s). The patient record, including her demographics, is not deleted. Note that you cannot delete the last pregnancy record in a patient record, nor a pregnancy that still has an open episode. The scrollable result box can contain up to 5000 patients and pregnancies. If your search results in more than 5000 records, you must repeat the search on the remaining records.
Delete checked...	Deletes the records you have checked. The system asks you to confirm the deletion before allowing you to proceed. When you delete a patient, retrieved episodes (which are not visible from this tool) remain in the system for 48 hours. After this time they are automatically deleted. You can delete them manually during this 48 hour period by discharging them from the system.
Unlock selected Patient record **Lock selected patient record**	Unlocks a patient record that was locked as a result of system error during patient data transfer data from one OB TraceVue system to another. Highlight the patient you want to unlock, and click this button. You cannot use this if an episode remains open for this patient. Use this feature with caution. For a more detailed explanation of when to use this feature, see"Transfer Failure" on page 74. Locks an unlocked patient record. Highlight the patient you want to lock and click this button. A locked record is identifiable by the lock icon . You cannot use this if an episode remains open for this patient. Use this only if you have incorrectly unlocked a patient, using the unlock feature described above.
Disable selected Patient record	Disables/enables a patient record. Use this if you need to insert a second patient record that has identical patient identification data. (Only one patient record at a time may have the same Patient ID, Medical Record Number (MRN), or Social Security Number (SSN). When you enable a patient record, a conflict may occur. To resolve this, you may need to change the ID(s) of the patient, or disable any conflicting patient records.)

Button	Action
Set ADT Link	Sets/breaks an ADT-link to a patient record. If you break the ADT link, no further automatic update will be done for this record, and all previously HIS-owned data fields in the demographics page become writeable. If you set the ADT-link for a patient's record, her last name and the configured ID-field for the ADT-link are set as ADT fields. Further ADT-link updates are made automatically for this patient record.
Expand complete Tree	Displays full details for all patients listed on screen. The example picture above shows an expanded tree.
Collapse complete Tree	No longer displays episodes and details for all patients. Shows only patient name.
Close	Exits internal database administration tool. It takes some minutes after you request deletions for OB TraceVue to complete the task.

Tip

Click Expand Complete Tree before deleting to ensure that you have correctly identified the records you want to remove. If you click All Possible Pregnancies by accident, but do not expand the tree you WILL NOT SEE THAT ALL CLOSED PREGNANCIES FOR ALL PATIENTS LISTED ON THE SCREEN ARE MARKED FOR DELETION.

Transfer Failure

When OB TraceVue transfers a record from one OB TraceVue system to another, it transfers:

- current episode data (including tracing, forms and flow sheet data)
- current pregnancy data
- patient related data.

During a transfer, the originating system (System A) waits for the remote receiving system (System B) to acknowledge successful delivery of the record. Until it receives this, System A does not transfer responsibility for this patient to System B, and does not unlock the patient record for use at System B. Although transfer failure is rare, if for any reason:

- System B does not send the acknowledgement, OR
- System A does not receive System B's acknowledgement

the user will receive the following error message at System A:

`Received no acknowledgement for transferring patient (name.....) to remote system. Patient data state remains pending. Please contact System Administrator.`

What to do Next

Do not use the unlock feature until you check whether the transfer has really failed. It is possible that System B may have received the record, but for some reason System A did not receive the acknowledgement. In this case, the patient record **will** be available at System B and you must not use the unlock feature.

1 Try to access the transferred record at System B.

2 Search for the patient and try to open a new episode for her.

- If you can open a new episode there is no problem with the transfer and you should not use the unlock tool.
- If you cannot open a new episode, you should unlock her record as described below.

Unlocking a Record

If the transfer failed (you cannot access the record at System B), you will not be able to create a new episode for this patient at either System A or System B. Her record is locked. You must use the unlock patient record feature to unlock her record at the originating system. DO NOT UNLOCK A RECORD IN ANY OTHER CIRCUMSTANCE.

1 Unlock the patient record at System A as described in this chapter.

2 Restart OB TraceVue at System A.

3 Create a new episode for this patient at System A.
You can chart, make notes and so forth in the normal way if necessary.

4 Transfer this episode to System B using the normal transfer procedure.

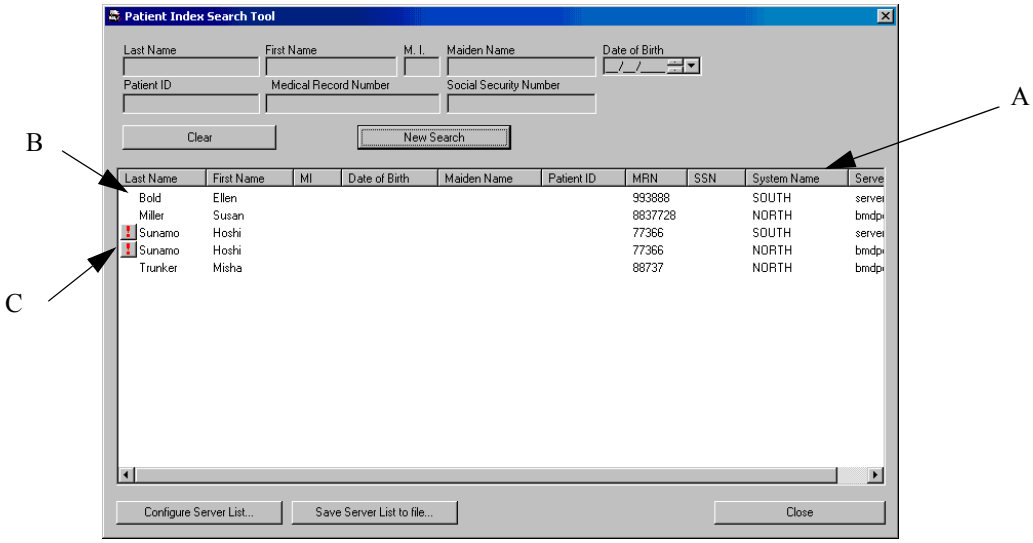
The original episode, whose transfer failed, together with its associated notes and tracing cannot be transferred to System B a second time. Consider making a note at System B when you open a new episode for this patient to explain the missing information.

9

Patient Index Search Tool

Use this tool to search for patient data across different systems so that you can determine on which linked systems the patient record is writable. You must be a configured user on the system running the tool.

1 Run this from **`Start -> Programs -> OB TraceVue.`** You can run this at the same time as using OB TraceVue.



2 Enter some patient details and press **`New Search`**.

The results list shows patients from all configured systems, together with the name of the system (A) on which the patient record is writable. Normally, the list displays one record per patient (B). If a patient record is writable on more than one system, the list is marked with an exclamation mark and there are multiple entries for the patient (C). Use the Link Recovery Tool (preferred) or the internal database Administration Tool to clean up the record status.

The buttons **`Configure Server List`**, and **`Save Server List to File`** are for use only by trained service professionals when configuring the linked systems. This is described in the Service and Installation Manual.

10

System Overview Tool

Any user can start the System Overview tool and view the system status. Only a System Manager can reboot the system or start PCs remotely. Use the tool:

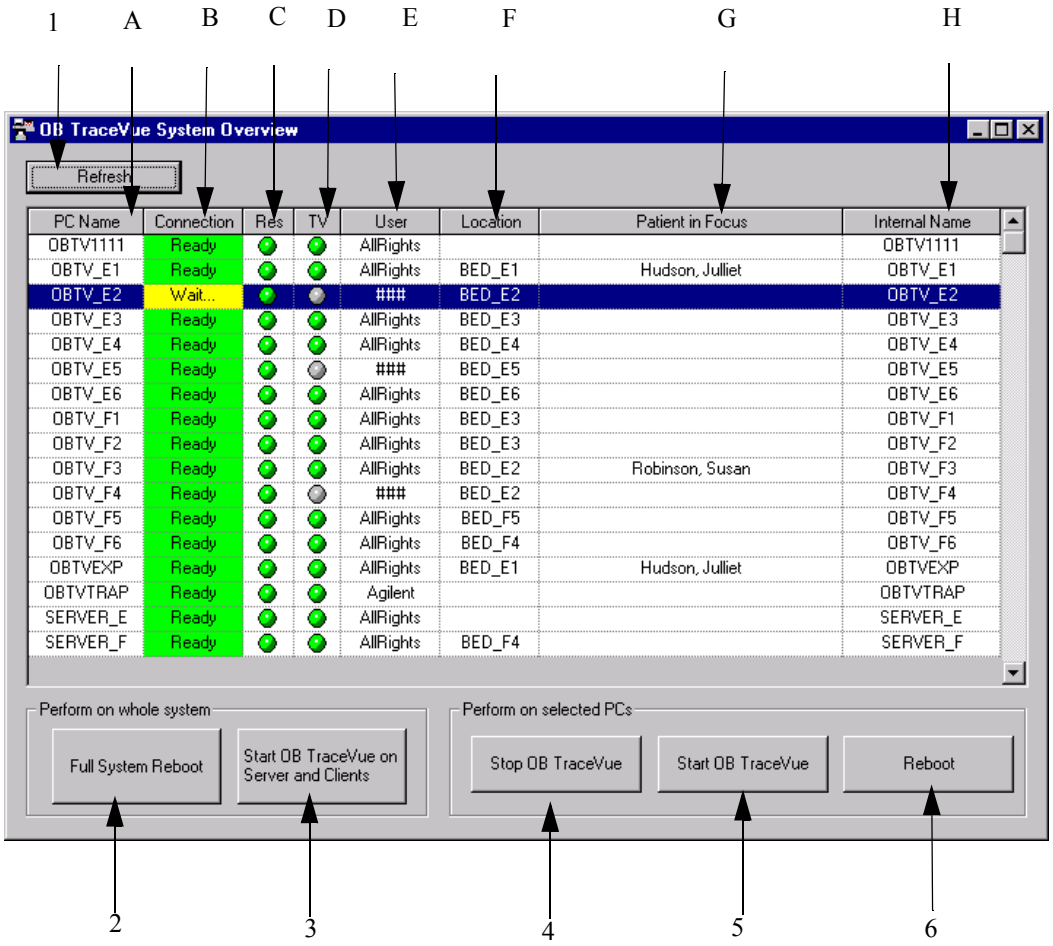
- To see an overview of all PCs on one OB TraceVue system.
- To start, stop and reboot a complete system from one PC.
- To start, stop and reboot individual clients (including remote clients) from one PC.

To use the tool:

1 From the OB TraceVue Support menu, select **`System Overview Tool`**.

2 Follow the onscreen instructions. Then you can remotely reboot PCs and restart OB TraceVue from any OB TraceVue PC.

You can remotely manipulate a remote LAN client if the system overview tool runs on a PC that is connected to the same network segment or, if IP routing to the remote LAN client is configured.


1
A
B
C
D
E
F
G
H
OB TraceVue System Overview
Refresh
PC Name
Connection
Res
TV
User
Location
Patient in Focus
Internal Name
OBTV1111 Ready AllRights OBTV1111
OBTV_E1 Ready AllRights BED_E1 Hudson, Julliet OBTV_E1
OBTV_E2 Wait... ### BED_E2 OBTV_E2
OBTV_E3 Ready AllRights BED_E3 OBTV_E3
OBTV_E4 Ready AllRights BED_E4 OBTV_E4
OBTV_E5 Ready ### BED_E5 OBTV_E5
OBTV_E6 Ready AllRights BED_E6 OBTV_E6
OBTV_F1 Ready AllRights BED_E3 OBTV_F1
OBTV_F2 Ready AllRights BED_E3 OBTV_F2
OBTV_F3 Ready AllRights BED_E2 Robinson, Susan OBTV_F3
OBTV_F4 Ready ### BED_E2 OBTV_F4
OBTV_F5 Ready AllRights BED_F5 OBTV_F5
OBTV_F6 Ready AllRights BED_F4 OBTV_F6
OBTVEXP Ready AllRights BED_E1 Hudson, Julliet OBTVEXP
OBTVTRAP Ready Agilent OBTVTRAP
SERVER_E Ready AllRights SERVER_E
SERVER_F Ready AllRights BED_F4 SERVER_F
Perform on whole system
Full System Reboot
Start OB TraceVue on Server and Clients
Perform on selected PCs
Stop OB TraceVue
Start OB TraceVue
Reboot
2
3
4
5
6

System Overview Tool			
	Button	**Effect**	**Comment**
1	Refresh		Rereads content of table from the database.
2	Full System Reboot	Whole system	Reboots the whole system. Run this from a client, but have immediate direct manual access to the server in case problems occur. The client is excluded from reboot. Reboot the client separately, once the system is running again. All affected clients receive a dialog telling the user to exit all running applications but leave OB TraceVue running. You can add your own text. The dialog offers a manual reboot capability. If you reboot from the server, the system overview tool exits and reboots the server. Use "Start OB TraceVue on Server and Clients" to start the system again. A progress window shows what is happening. A step's progress is indicated by progress icons. A step can be: in progress, successful, omitted, partially failed or failed. If a step fails completely, carry out the advice offered in the comment field and then press "Continue".
3	Start OB TraceVue on Server and Clients	Whole system	Starts OB TraceVue on server and on clients. It does not restart a PC that is already running. PCs start one after another, with a short pause between to prevent startup system overload. Do not use this button when upgrading the system. During an upgrade, select and start clients individually using "Start OB TraceVue".
4	Stop OB TraceVue	Selected PCs	Stops OB TraceVue on the selected PCs. You can exclude the server. If you use this on a client running the shell and autostart, the client shuts down and cannot be restarted remotely by the System Overview tool. You must reboot manually at the client.
5	Start OB TraceVue	Selected PCs	Tries to restart OB TraceVue on selected PCs. When starting clients after a server upgrade, select client PCs one by one and start them with approximately one minute's break between to avoid system overload.
6	Reboot	Selected PCs	Stops OB TraceVue on selected PCs and reboots them. If the server was selected, wait until it is up again and press "Start OB TraceVue on Server and Clients" to restart the system.

Handle the stop and start buttons with care in a running system, to avoid confusing a user who is working at the PC.

System Overview Tool		
A	PC name	Shows the user-configurable name of the PC
B	Connection	Yellow (wait) - system overview tool could not establish a connection to the PC. If a client is switched off or not connected to the network, this will remain yellow. PCs with yellow communication status are excluded from any action you perform on the system. Green (ready) - the PC is running and remote commands can be performed on this PC. White - you cannot remotely manipulate terminal client PCs. This field remains white for them.
C	Res	Shows the result of the most recent command executed on this PC Green - success Yellow - command is still in progress Red - an error occurred. Check the cell tooltip for a hint why the command failed.
D	TV	Green - shows that OB TraceVue is running or just starting. Gray - shows that OB TraceVue is stopped.

System Overview Tool		
E	User	Shows the most recently logged-in user. If the PC is switched off, this shows a dummy user.
F	Location	Shows the most recent focus location. the PC is switched off, the focus location does not change.
G	Patient in focus	Shows the current patient in focus. This is empty if the PC is switched off. If the patient in focus has an alias name, only this alias is displayed. If the logged in user has no read permission, no patient names are shown and the field is empty.
H	Internal name	Shows the hostname of the PC as it is used in the network.

Once the system reboot process is started, a progress window reports the current state of the process. The steps are performed in sequence and appear in the progress window. A step may be

in progress, successful, partially failed, failed, or omitted

Rebooting from the Server

If you perform a system reboot from the server, the system displays a message box before rebooting the server. The system overview tool exits and then the server is rebooted. After the server is up again, press **`Start OB TraceVue on Server and Clients`** to restart the system.

Troubleshooting

If a step fails completely, the process pauses and displays the **`Continue`** button in the lower left hand of the dialog and tells you what to do. The process resumes when you press **`Continue`**. As the system reboot concentrates on getting the server running again, you may have to take individual actions with some client PCs afterwards if it cannot be handled correctly during the reboot.

The system overview shows you which PC is running and whether OB TraceVue is running on that particular PC. In most cases you are able to start the system from any state. However, if a PC is shutdown by another user during the reboot, it may be impossible to manipulate it remotely from the system overview tool. You must restart the PC manually.

11

Link Recovery Tool

This wizard-based tool helps to identify and repair inconsistent patient records on linked OB TraceVue systems. It requires superuser or higher permission to run it.

What Does the Tool Do?

The link recovery tool:

- collects OB TraceVue link status from different systems.
- analyzes, reports and repairs inconsistent OB TraceVue link status.
- reports inconsistent usage of patient identifiers (MRN, SSN, PatID) (ie, it identifies patient records that have the same unique patient identifier but are assigned to different patient records).
- reports medical case records that are open for more than 12 months which could potentially be closed.
- distributes the close of a patient's medical case amongst linked systems
  If a patient's medical case record is closed on a system other than the creating system, it is necessary to distribute the newly closed state back to linked systems from which it was received so it can be closed on all other systems where the case exists.
- reports double assigned patient identifiers.
  Manually clean up patient identifier assignment to guarantee proper operation of OB TraceVue link. Record transfer fails if a different patient record with the same "unique" identifier exists on a destination system.
- reports different patient identifiers for the same patient.
  You can view a list of patient records that have different unique patient identifiers on different systems (different MRN, SSN or Pat ID, but with the same internal patient identifiers).
- avoids/suspends the pregnancy/newborn case limit performance (15,000 open cases) warning across systems.
  If you transfer a patient from one system to another, the pregnancy/newborn case on the originating system is marked as "incomplete". If this is subsequently closed on the linked system, running the link recovery tool closes the case on the originating system too.

Using the Link Recovery Tool

See the Installation and Service Guide for details about how and where to use the Link Recovery tool.

12

External Database

The external database offers export of patient-related database content and near real-time update of export database content so that the external database can be connected by other applications from outside the OB TraceVue network. It is discussed in depth in the Integration Guide.

External Database Administration Tool

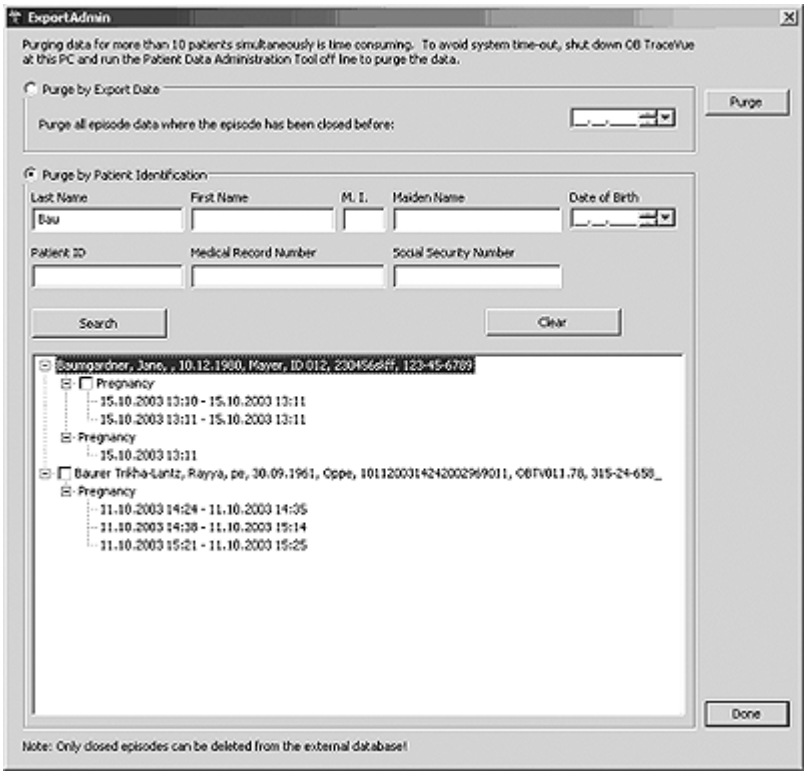
The External Database Administration Tool allows you to purge “extraordinary” patient data, such as data created for testing or training purposes, from the external database. Open episodes cannot be deleted with this tool. This tool runs only at the external server PC, and can be used when OB TraceVue is running.

At the OB TraceVue external server PC (standard or highend):

1 Go to **`Start -> Programs -> TraceVue Support -> Export Database Administration Tool`**

2 Enter the appropriate passwords.

3 The program starts and displays this screen:


ExportAdmin
Purging data for more than 10 patients simultaneously is time consuming. To avoid system time-out, shut down OB TraceVue at this PC and run the Patient Data Administration Tool off line to purge the data.
Purge by Export Date
Purge all episode data where the episode has been closed before:
Purge
Purge by Patient Identification
Last Name
First Name
M. I.
Maiden Name
Date of Birth
Bau
Patient ID
Medical Record Number
Social Security Number
Search
Clear
Baumgardner, Jane, , 10.12.1980, Mayer, ID 012, 230456e8ff, 123-45-6789
Pregnancy
15.10.2003 13:10 - 15.10.2003 13:11
15.10.2003 13:11 - 15.10.2003 13:11
Pregnancy
15.10.2003 13:11
Bauer Trkha-Lantz, Rayya, pe, 30.09.1961, Oppe, 10112003142420029 9011, OBTV011.78, 315-24-658_
Pregnancy
11.10.2003 14:24 - 11.10.2003 14:35
11.10.2003 14:38 - 11.10.2003 15:14
11.10.2003 15:21 - 11.10.2003 15:25
Done
Note: Only closed episodes can be deleted from the external database!

4 Select the option you require. Choose from:

– **`Purge by Export Date`** - Purge all episodes closed before the specified date. For example, if you specify 11/11/1999 (11 November) all episodes exported up to and including the **previous** day 11/10/1999 (10 November) will be deleted. The date on which the episode itself occurred is irrelevant. It is the date on which an episode was exported from the internal database that determines whether it is deleted.

– **`Purge by Patient Identification`** - Use this to delete individual episodes for a patient. Enter some patient data into the patient identification fields and click Search.

Highlight the episode you want to delete or click Select All to select all the episodes of this patient. (Click Unselect All to unselect these if necessary.) Use Ctrl + left mouse click to highlight two or more episodes for simultaneous deletion. A maximum of 200 patient records can be displayed for one search.

5 Click on **`Purge`**. In the resulting dialog, you can confirm or cancel your purge.

6 Click on **`Done`**.

Automatically Purging the External Database

To optimize the performance of the external database, OB TraceVue can automatically purge closed episodes. The purge interval is in the System Manager's configuration screens. See the Online help for details.

Importance of Backup and Labeling

It is very important to backup your external database. If you do not, and the database becomes corrupt, you will not be able to print statistics. There is no manual export facility. Label your tape backups clearly and accurately with the time and date of the backup. If you have to restore the external database you will need the most recent backup to ensure you do not lose patient data.

It is the hospital's responsibility to operate a backup schedule appropriate to its needs.

Backing up and Restoring the Highend External Database

At the highend External Server PC, customers must implement a backup solution such as installing an external tape drive or backing up to a network share. However, it is not permitted to use any internal device for the highend external server.

Backing and Restoring the Standard External Database

This describes the recommended backup procedure of the external database on the standard External Database server PC. It tells you how to backup the external database files to a tape drive, and how to restore these files in case you need to recover the external database. Ensure the drive is not in operation before removing a tape from the drive.

It is intended only as a guideline for performing the backup of the external database and must be adapted to your institution's specific needs. Your institution is responsible for backups.

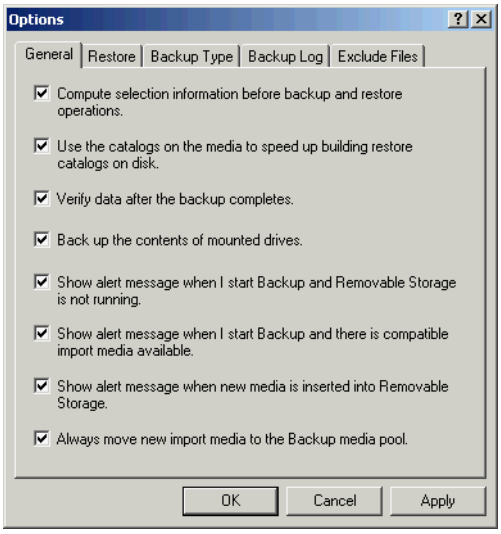
Setting Backup Defaults

The first time you work with the tape backup utility, you must set the defaults it will use subsequently.

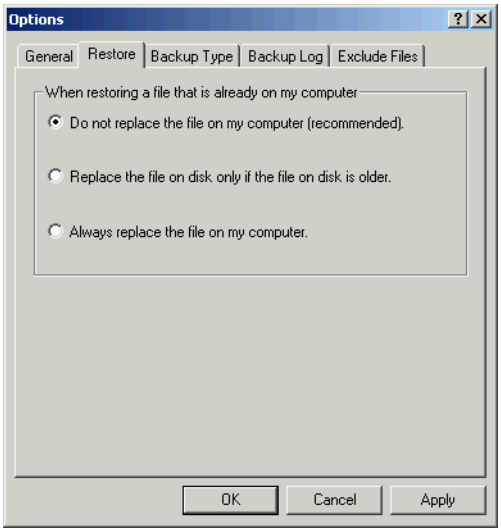
1 Start the Backup utility using **`Start->Programs->Accessories->System Tools->Backup`**

2 Check that the correct defaults are selected (**`Tools->Options`**). You need to do this only once. The settings should be as follows, leave other settings as they are.

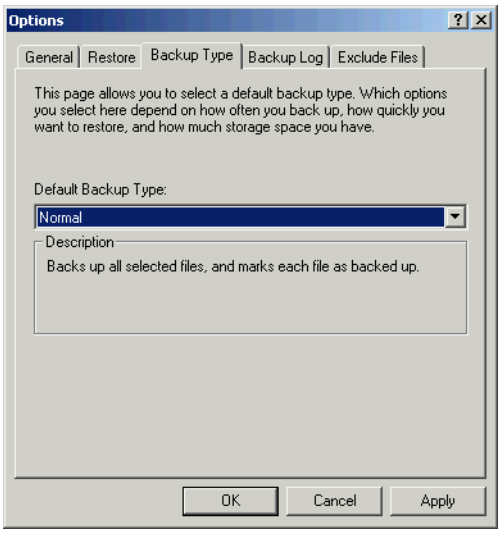
3 At the **General** tab:


Options
General
Restore
Backup Type
Backup Log
Exclude Files
Compute selection information before backup and restore operations.
Use the catalogs on the media to speed up building restore catalogs on disk.
Verify data after the backup completes.
Back up the contents of mounted drives.
Show alert message when I start Backup and Removable Storage is not running.
Show alert message when I start Backup and there is compatible import media available.
Show alert message when new media is inserted into Removable Storage.
Always move new import media to the Backup media pool.
OK
Cancel
Apply

4 At the **Restore** tab:



5 At the **Backup Type** tab:


Options
General
Restore
Backup Type
Backup Log
Exclude Files
This page allows you to select a default backup type. Which options you select here depend on how often you back up, how quickly you want to restore, and how much storage space you have.
Default Backup Type:
Normal
Description
Backs up all selected files, and marks each file as backed up.
OK
Cancel
Apply

Creating Backup Files from the Standard External Database

Perform the following steps on the standard external database server PC. You do not need to shutdown OB TraceVue.

1 Make sure that there is enough space available on the c: drive of the standard external database server PC. Free space should be at least as large as the current database file and log file together. You can check this size in **c:\Tv2\extdb**.

2 Create an empty directory with the name **c:\dbbackup**.

3 Start the Sybase database administration tool.

4 Open an Explorer window and go to **c:\tv2\sqlany\Sybase Central 4.1.**

5 Double click on **scjview.exe**.

6 Connect to the export database:

   a. Click on in the toolbar.

   b. In the dialog, fill in the username **tva** and the password.

   c. Select **ODBC Data Source name** and browse for **TV20EXTDB**.

   d. Press **OK** to connect to the database.

7 In the left pane, select **Sybase Central -> Adaptive Server Anywhere 8 -> Utilities**.

8 Start the backup wizard by double clicking on **Create Backup Images** in the right pane. The backup wizard guides you through creating a backup file.

9 On the first screen, select the database you want to back up. This is **obtv_ext**. Press **Next**.

10 Enter **c:\dbbackup** as the directory in which to store the backup files. Select **Backup of all database files**. Press **Next**.

11 Select **Continue to use the same transaction log**.

12 Press **Finish**.

CAUTION When you continue with the next step, existing files currently stored at this location are overwritten.

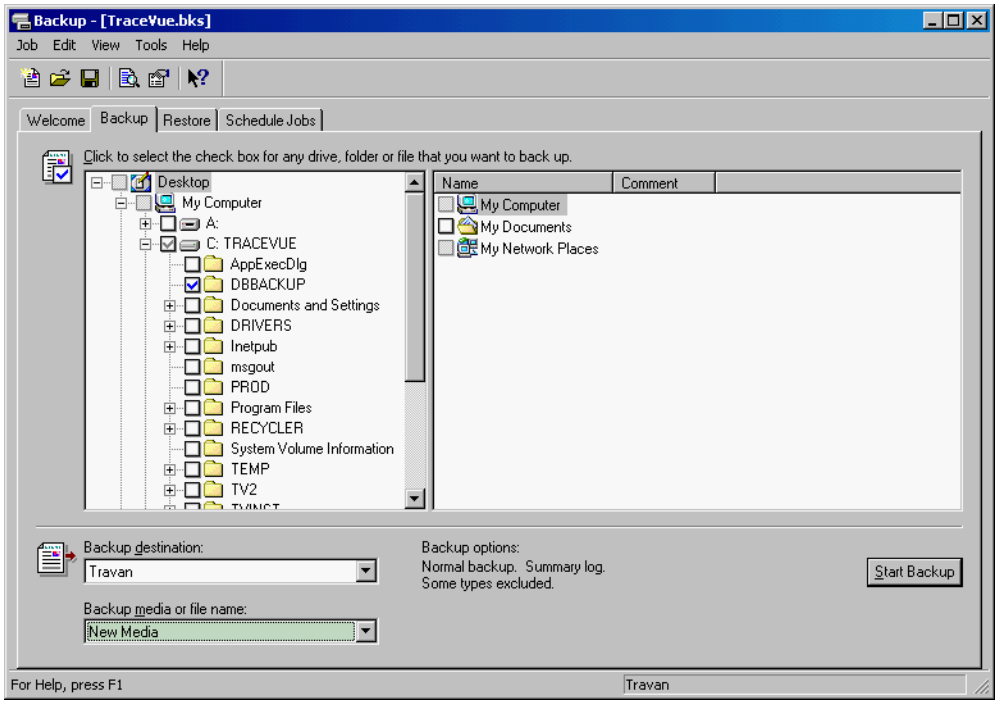
13 Close remaining windows when backup has finished.

Storing Backup Files to Tape Device

1 Insert the next scheduled tape into tape drive. This can be either a new tape, or more likely one that you are using as part of your rotating tape backup strategy.

2 Start Backup utility **Start->Programs->Accessories->System Tools->Backup**

3 Select Backup tab

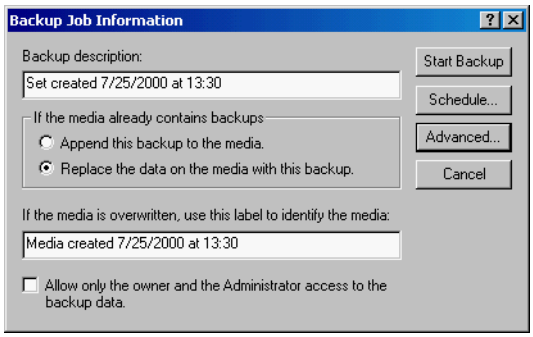


4 Mark checkbox for **Desktop->My Computer->C: TRACEVUE->dbbackup** folder (only this folder) in the folder browser

5 Select Backup destination: **Travan** (or other storage medium).

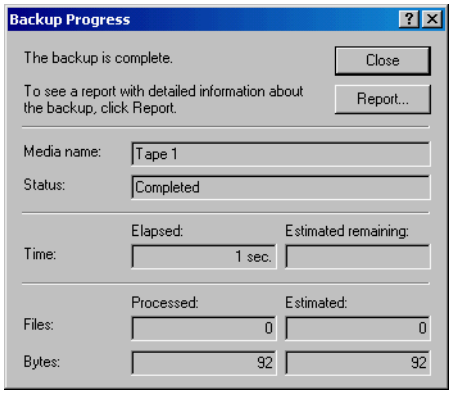
6 Select **Backup media** or file name: **New Media**.

7 Press **Start Backup** button. The following dialog will appear:


Backup Job Information
Backup description:
Set created 7/25/2000 at 13:30
If the media already contains backups
Append this backup to the media.
Replace the data on the media with this backup.
If the media is overwritten, use this label to identify the media:
Media created 7/25/2000 at 13:30
Allow only the owner and the Administrator access to the backup data.
Start Backup
Schedule...
Advanced...
Cancel

8 Make sure that **Replace the data on the media with this backup** is selected. Press **Start Backup** and follow the onscreen instructions and confirm the dialog boxes as appropriate for your backup (reusing a tape/ overwriting its contents/add tape to the media pool).

9 Wait until the backup completes. When it finishes, the following dialog appears with the **Status:completed** field (other fields may vary):



10 Close this dialog and the Backup utility.

11 Remove the tape and label it.

12 Store it in a safe location.

Restore Procedure

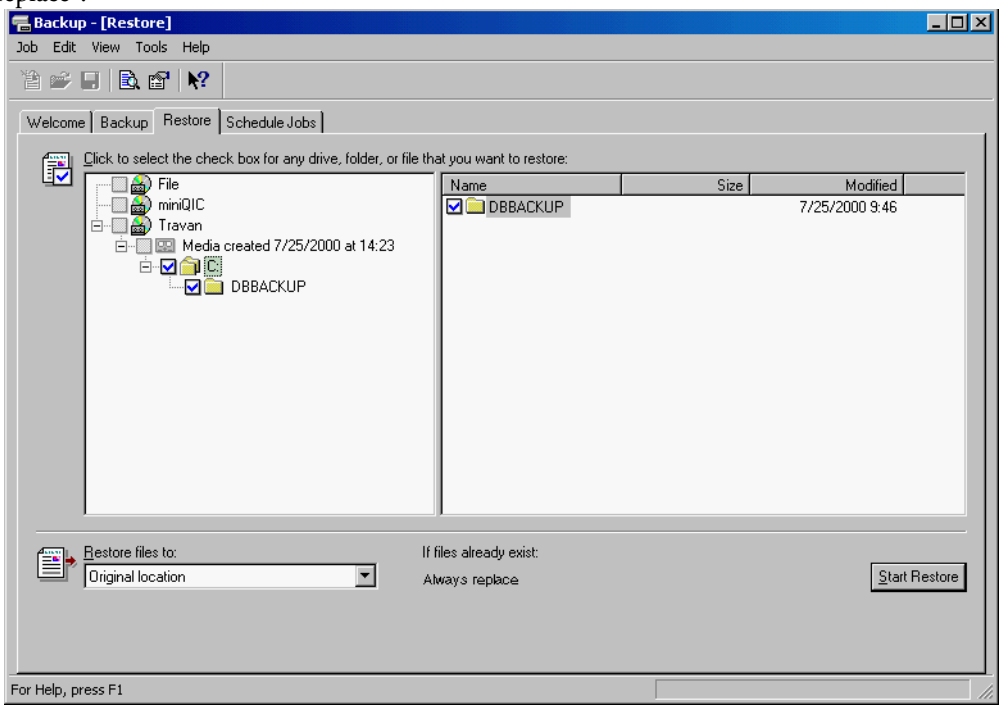
The revision of the external database must match the revision of the OB TraceVue system. If, after restoring the external database, OB TraceVue does not run, check the logdata file. If you see the message "**Wrong export database version**" you must re-run OB TraceVue Setup to upgrade the export database to the newest version. Remember to keep the existing database and files. See the Installation and Service Guide for instructions on running OB TraceVue Setup.

Restore Database Files from Tape

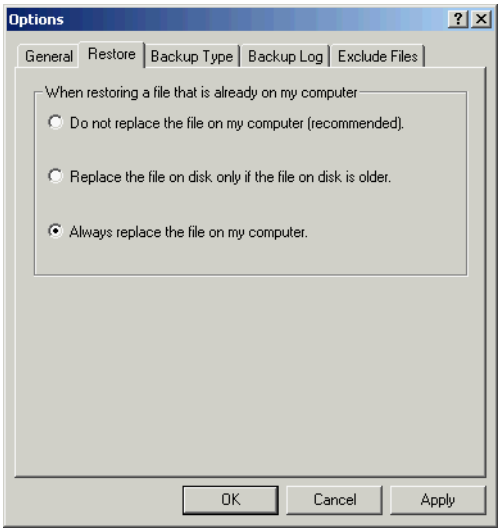
1 Insert most recently used tape into drive.

2 Start Backup utility **Start->Programs->Accessories->System Tools->Backup**

3 Select **Restore** tab and look at the flag under "If files already exist". It needs to say "Always replace".



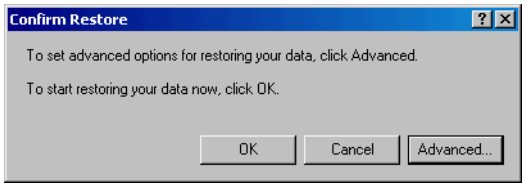
If it does not go to **Tools->Options** and make the following selections at the **Restore** tab.


Options
General Restore Backup Type Backup Log Exclude Files
When restoring a file that is already on my computer
Do not replace the file on my computer (recommended).
Replace the file on disk only if the file on disk is older.
Always replace the file on my computer.
OK
Cancel
Apply

4 Mark checkbox on **Travan** (or other storage medium) **->Name of most recent media->C:\dbbackup.** Make sure you select the most recent media. This is identifiable by its creation date.

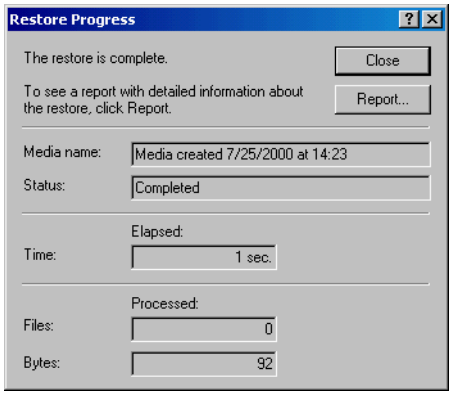
5 Select **Restore file to Original location.**

6 Press **Start Restore** button. The following dialog appears.



CAUTION When you continue with the next step, existing files currently stored at this location are overwritten.

7 Press **OK** and wait for the Completion dialog.



8 Close the Completion dialog

9 At the **Tools->Options -> Restore** tab, set the restore option back to the installation default **Do not replace the file on my computer (recommended)**.

10 Close the Backup utility.

11 Remove the tape.

12 Store it in a safe location.

Replacing Database Files

You must shutdown the complete OB TraceVue system before replacing database files to prevent it trying to write to the External Database server PC when it is not available.

1 Stop the database server service. You can use the database administration tool provided by Sybase.

2 Open an Explorer window, and go to **c:\tv2\sqlany\Sybase Central 4.1**.

3 Double click on **scjview.exe**.

   a. In the left pane select **Sybase Central -> Adaptive Server Anywhere 8 -> Services.**

   b. In the right pane right click **OBTV_EXTDB_SERVER** and select **Stop**.

4 Copy files in **c:\dbbackup** to **c:\tv2\extdb**. Replace existing files if necessary.

5 Restart the database service:

   a. In the left pane select **Sybase Central -> Adaptive Server Anywhere 8-> Services.**

b. In the right pane, right click **OBTV_EXTDB_SERVER** and select **Start**.

Changing the Database User Password

Use this procedure if you want to change the database user password.

1 Start the Sybase database administration tool.

2 Open an Explorer window and go to **c:\tv2\sqlany\Sybase Central 4.1**

3 Double click on **scjview.exe**.

4 Connect to the export database:

a. Click on in the toolbar.

b. In the dialog, fill in the username **tva** and the password.

c. Select **ODBC Data Source name** and browse for **TV20EXTDB**.

d. Press **OK** to connect to the database.

5 Expand the tree in the left pane.

6 Select **obtv_ext - TVA -> Users & Groups**

7 In the right pane, right click on the user **TVA**. and select **properties**.

8 On the first page of the dialog, type the new password and confirm it.

9 Click **OK**.

External Database Emergency Tape Backup

CAUTION Do not use this procedure for regular backups. It is for emergency use only.

This describes the emergency backup procedure of the external database on the External Database server PC. It tells you how to backup the external database files directly to a tape drive, and how to restore these files in case you need to recover the external database. This could happen if there is not enough free disk space to run the standard procedure described above. Ensure the drive is not in operation before removing a tape from it.

Storing Backup Files to Tape Device

You must shutdown OB TraceVue on the external database server before backing up the database files.

To stop the database server service using the database administration tool provided by Sybase:

1 Open an Explorer window, and go to c:\tv2\sqlany\Sybase Central 4.1.

2 Double click on scjview.exe.

a. In the left pane select **Sybase Central -> Adaptive Server Anywhere 8 -> Services**.

b. In the right pane right click OBTV_EXTDB_SERVER and select Stop.

c. Close Sybase Central

3 Insert the next scheduled tape into tape drive. This can be either a new tape, or more likely one that you are using as part of your rotating tape backup strategy.

4 Start Backup utility **`Start->Programs->Accessories->System Tools->Backup`**

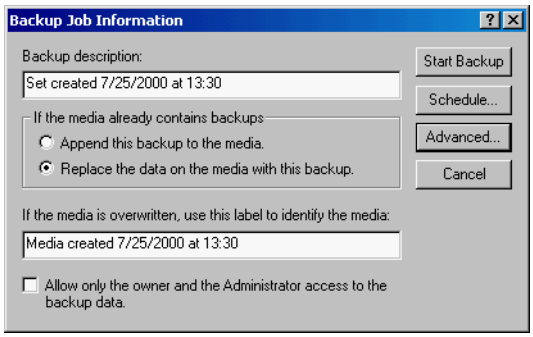
5 Select Backup tab.

6 Mark the checkbox for **`Desktop->My Computer->C:\TV2\EXTDB`** folder (only this folder) in the folder browser.

7 Select Backup destination: **`Travan`** (or other storage medium).

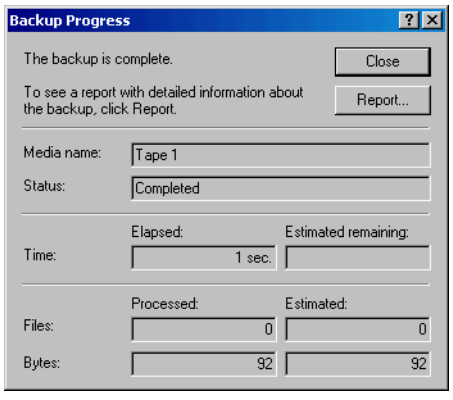
8 Select **`Backup media`** or file name: **`New Media`**.

9 Press **`Start Backup`** button. The following dialog will appear:


Backup Job Information
Backup description:
Set created 7/25/2000 at 13:30
If the media already contains backups
Append this backup to the media.
Replace the data on the media with this backup.
If the media is overwritten, use this label to identify the media:
Media created 7/25/2000 at 13:30
Allow only the owner and the Administrator access to the backup data.
Start Backup
Schedule...
Advanced...
Cancel

10 Make sure that **`Replace the data on the media with this backup`** is selected. Press **`Start Backup`** and follow the onscreen instructions and confirm the dialog boxes as appropriate for your backup (reusing a tape/ overwriting its contents/add tape to the media pool).

11 Wait until the backup completes. When it finishes, the following dialog appears with the **`Status:completed`** field (other fields may vary):



12 Close this dialog and the Backup utility.

13 Remove the tape and label it.

14 Store it in a safe location.

Restoring Backup Files From the Tape Device

You must shutdown OB TraceVue on the external database server PC before replacing the database files.

1 Stop the database server service. You can use the database administration tool provided by Sybase.

2 Open an Explorer window, and go to c:\tv2\sqlany\Sybase Central 4.1.

3 Double click on scjview.exe.

   a. In the left pane select:
   `Sybase Central -> Adaptive Server Anywhere 8 -> Services`.

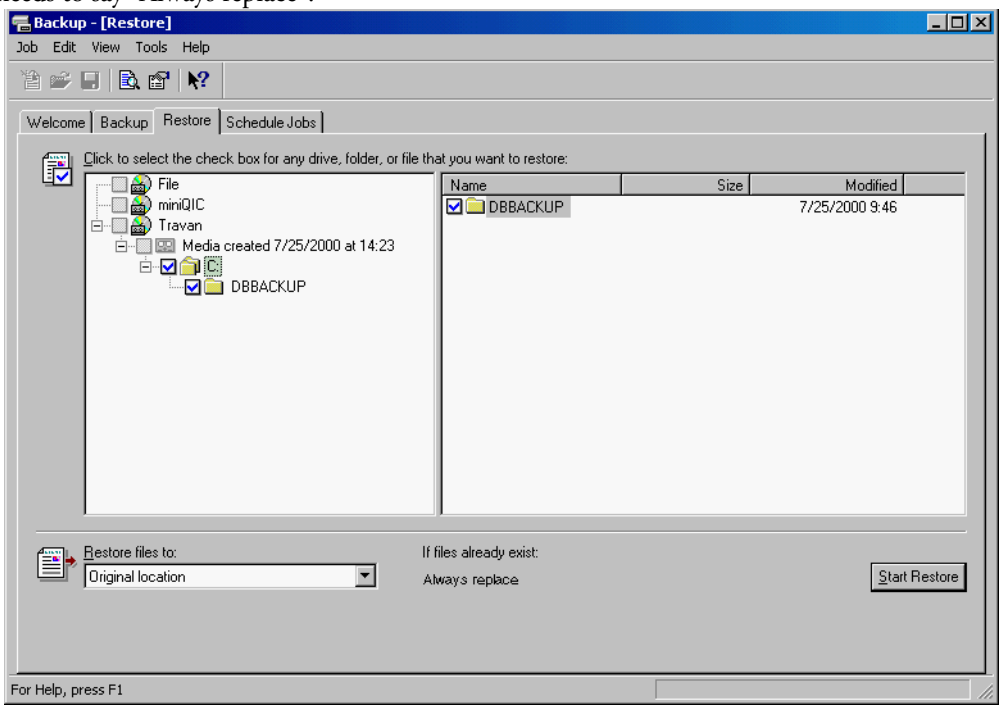
   b. In the right pane right click OBTV_EXTDB_SERVER and select Stop.

   c. Close Sybase Central.

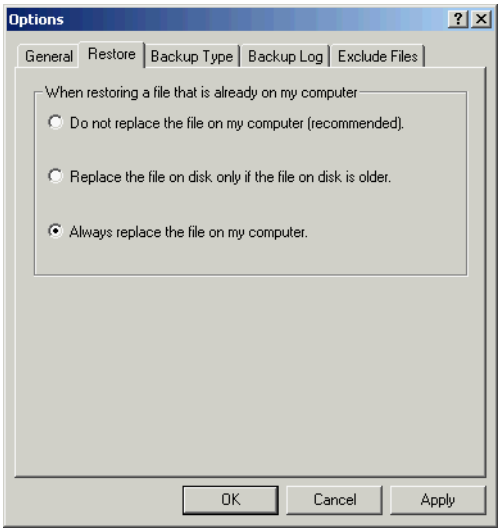
4 Insert the emergency backup tape into the drive.

5 Start Backup utility **`Start->Programs->Accessories->System Tools->Backup`**

6 Select **Restore** tab. Select **Restore** tab and look at the flag under "If files already exist". It needs to say "Always replace".



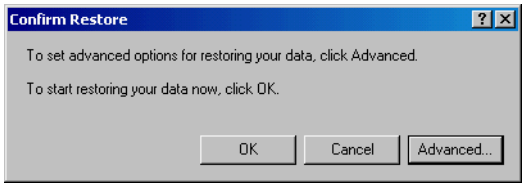
If it does not go to **Tools->Options** and make the following selections at the **Restore** tab.


Options
General Restore Backup Type Backup Log Exclude Files
When restoring a file that is already on my computer
Do not replace the file on my computer (recommended).
Replace the file on disk only if the file on disk is older.
Always replace the file on my computer.
OK
Cancel
Apply

7 Mark checkbox on **Travan** (or other storage medium) **->Name of most recent media->C:\TV2\EXTDB**. Make sure you select the most recent media. This is identifiable by its creation date.

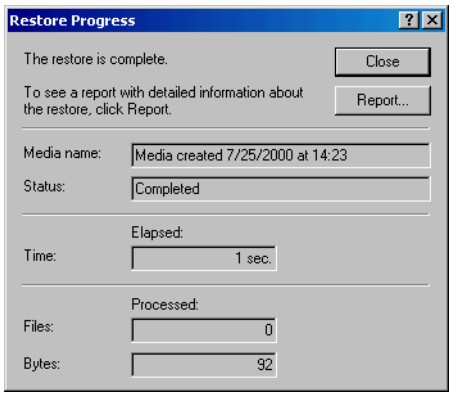
8 Select **Restore file to Original location.**

9 Press **Start Restore** button. The following dialog appears.



CAUTION When you continue with the next step, existing files currently stored at this location are overwritten.

10 Press **OK** and wait for the Completion dialog.



11 Close the Completion dialog.

12 At the **Tools -> Options -> Restore** tab, set the restore option back to the installation default **Do not replace the file on my computer (recommended)**.

13 Close the Backup utility.

14 Remove the tape.

15 Store it in a safe location.

16 Start the database service:

a. Open an Explorer window, and go to c:\tv2\sqlany\Sybase Central 4.1.

b. Double click on scjview.exe.

c. In the left pane select:
Sybase Central -> Adaptive Server Anywhere 8-> Services.

d. In the right pane, right click OBTV_EXTDB_SERVER and select Start.

e. Close Sybase Central.

Recovering the External Database

When you restore from backup, any episode on the internal database that has closed since the latest backup of the external database must be restored using the appropriate option of the Retrieve From Optical (RFO) tool. This tool must be run on the PC to which the optical drives are connected. See the Installation and Service Guide for details of how to run this tool.

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